



## Safer Recruitment Policy

**EYFS: 3.3, 3.5, 3.9, 3.13, 3.14, 3.15, 3.16, 3.20, 3.24, 3.28, 3.29**

### Our Ethos

All My Friends Childcare uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. The loyalty, commitment and enthusiasm of our well-established team are vital to the success of our business. Our people are our strength.

When recruiting paid staff or volunteers we will follow the procedures set out below.

### Advertising the vacancy

We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children. PATA Glos include this in their vacancy model. Internal applicants must follow the same procedure when applying and follow the same procedure for external applicants. References for internal applicants must be obtained from a qualified colleague or a member of the Senior Leadership Team.

### Initial enquiry

Upon enquiring about a vacancy, we will send potential candidates:

- a job description
- an application form
- a copy of the Company's Child Protection Summary

The application form includes:

- instructions that the application form must be completed in full
- a declaration must be signed to confirm that all information is correct
- a request for the contact details of two referees one of which should be the last employer **and the last educational setting where possible**. (if this is the candidate's first job, their course tutor is a suitable alternative)

All applicants must submit a fully completed application form by the closing date. We will only accept CVs if they are accompanied by our standard application form.

\*During the current recruitment crisis, applicants who submit a C.V. that indicates they meet the criteria for the role advertised will be contacted by phone or email and an interview will be scheduled. It will be clearly explained that as part of the interview process, the candidate will be required to fully complete the standard application form and the interview panel will use this to form part of the formal questioning. Any gaps in the application will be discussed and recorded in the notes. Candidates will be asked to complete the Criminal Disclosure Record Form. All other Safer Recruitment procedures remain unchanged.

87 Barnwood Rd, Gloucester GL2 0SF  
Tel: 01452 502060  
Email: [enquiries@allmyfriendschildcare.co.uk](mailto:enquiries@allmyfriendschildcare.co.uk)



## **Interview procedure**

We will notify all candidates selected for interview by email or a phone call. Once shortlisted, we email a Criminal Disclosure Record Form for completion and return prior to the interview date. All candidates will be asked to bring to the following items to the interview:

- proof of identity, e.g. passport, driving licence or birth certificate
- proof of address, e.g. recent utility bill (not a mobile phone bill) or bank statement
- proof of qualifications, i.e. the relevant certificates
- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

The interview will be conducted by at least two interviewers. All interviewees must have carried out the Safer Recruitment training. All candidates will be asked the same core set of questions. We will then ask additional questions about any other issues that arise from their application form and CV. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary. Following the formal interview, candidates will be asked to participate in practical exercises relating to the role they have applied for. In the case of childcare roles, this second selection process includes spending time in the setting with the children for 45-60 minutes, so that they can be observed interacting with the staff and children. A Senior or experienced member of the team will observe the candidate and make notes. All candidates will have the same observational criteria.

Upon completion of the interview process, candidates will have an informal feedback session with the manager/duty manager to discuss how the play session went and whether they feel they would still like to be considered for the role.

When we have interviewed and observed all candidates, we will make our final selection.

A manager will call or email successful candidates offering the position subject to satisfactory references, a clear enhanced DBS disclosure application and a successful probationary period of 3 months.

## **Appointing a new member of staff**

When we have selected the successful candidate, we will

- Follow up references
- review their current DBS certificate and check their status online; if the candidate is not subscribed to the DBS Update Service, initiate an enhanced DBS check
- Email them a conditional offer which clearly states that it is subject to provision of a satisfactory enhanced DBS certificate, satisfactory references and a successful probationary period.
- Provide a start date and induction programme
- Provide a formal contract, job description, job risk assessment, staff handbook for signature and return upon induction.
- Ask the candidate to complete a health questionnaire

87 Barnwood Rd, Gloucester GL2 0SF  
Tel: 01452 502060  
Email: [enquiries@allmyfriendschildcare.co.uk](mailto:enquiries@allmyfriendschildcare.co.uk)



We will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file.

When a new member of staff starts work at All My Friends Childcare, we will conduct a full induction and orientation programme, as set out in our **Staff Induction Procedure**. The induction includes time to review all key Company policies, and the new member of staff is required to sign each policy confirmation form to confirm that they have read and understood the contents. The signed forms are kept on site in the Policies and Procedures folder.

### **DBS checks**

- We obtain enhanced DBS disclosures for all new staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information.
- If candidates have subscribed to the DBS Update Service, we carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued, we will obtain a new DBS disclosure for them.
- New employees are responsible for 50% of the DBS application costs and will be invoiced accordingly once a clear enhanced disclosure certificate has been returned. Payment of this invoice is expected following the employee's receipt of their first months' salary.
- New staff are only allowed to work unsupervised with children once we have had full sight of a satisfactory DBS certificate for them.
- If we decide to allow a new member of staff to begin work pending the completion of their DBS check, we complete a 'Staff Suitability Declaration Form' as part of our induction procedure. They will not be allowed unsupervised access to the children until we have seen a satisfactory DBS certificate for them or been notified by UCheck that an application has been returned clear. The Business Manager is responsible for logging the DBS information on the SCR and updating the setting managers.
- The setting manager will be responsible for ensuring all team members are aware of the new employee's DBS status and for updating them once the DBS has been received.
- When we appoint a new member of staff, we keep a record of the date and number of their DBS disclosure on our Central DBS Record, along with copies of the identity verification documentation we have used.
- We conduct a written continuing suitability check on all staff annually, ask for any changes to their status at each supervision, review, 1-2-1 or appraisal meeting.

### **Disqualification**

The Company will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. If a member of staff becomes disqualified, we will terminate their employment.

### **Immigration status**

The Senior Leadership Team are aware of Asylum and Immigration Act requirements and will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status (Share Code for the Right to work in the UK), as well as a driving license, passport, and NI number.

87 Barnwood Rd, Gloucester GL2 0SF  
Tel: 01452 502060  
Email: [enquiries@allmyfriendschildcare.co.uk](mailto:enquiries@allmyfriendschildcare.co.uk)



## Our commitment

All My Friends Childcare Ltd has a pay structure in place that reflects the qualifications and responsibility of each position. All staff joining the company have a 3-month probationary period at the end of which they are assessed. Occasionally it may be necessary to extend this period to support the employee in proving they can meet all the requirements of their job role. It is our policy to maintain and develop the team skill level with new and regular update training and assessments. This is achieved through internal and external training providers.

All My Friends Childcare Ltd encourages all staff to achieve their maximum potential and personal goals. This is done both informally and formally using regular supervisions, appraisals and personal development plans (PDPs).

This policy was adopted by: All My Friends Childcare on 26<sup>th</sup> May 2015

Reviewed 22/03/2024 - JR

**Next review: on or before March 2025**

87 Barnwood Rd, Gloucester GL2 0SF  
Tel: 01452 502060  
Email: [enquiries@allmyfriendschildcare.co.uk](mailto:enquiries@allmyfriendschildcare.co.uk)