



SAFER RECRUITMENT

Safeguarding Children

Policy statement

The staff and committee of Rainbow's End Pre-School will:

1. Ensure the preschool has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with legal requirements.
2. Ensure that the preschool operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work in the setting.
3. Monitor regular educational visitors' compliance with this policy.
4. Promote welfare of children and young people at every stage of the procedure.

Procedures

Recruitment and vetting checks.

References

Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact, either by telephone or face-to-face, will be made with each referee to verify the reference.

Previous Employment History

Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment. These will be carried out on all appointments to the preschool's workforce before an appointment is made. Acceptable proofs of identity may include birth certificate, driving licence or passport, combined with evidence of proof of address.

Disclosure & Barring Service (DBS) Certificate & Identity Checks

All staff at Rainbow's End Pre-school require an enhanced DBS Certificate and therefore a DBS, these will be checked regularly via the update service. Certificate must be obtained before the commencement of employment of any new employee.

Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

Qualifications

Candidates must be able to demonstrate they have rightfully obtained any academic or vocational qualifications legally required for the post and claimed in their application.

Overseas Checks

All new appointments, where persons have lived outside the UK, are subject to additional checks as deemed necessary to ensure the applicant has the right to work in the UK.

Committee Members

All committee members require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of their services on the committee. Committee members are also required to complete an Ofsted EY2 form and may be asked to complete further forms for banking purposes.

In addition to the above and as part of a broader approach to best practice in safe Recruitment the preschool will, whenever possible, ensure the following procedures are followed; Any advertisement will make clear the pre-school's commitment to safeguarding and promoting the welfare of children. The 'person specification' will include a specific reference to suitability to work with children. Face-to-face interviews will always form part of the recruitment process. The manager and preferably the Chairperson will have up to date safer recruitment training.

Policy Review

As part of Rainbows End Pre-School monitoring of child protection and safeguarding this policy will be subject to periodic review.

Policy adopted by: Rainbow's End Pre-School
Date: 01.01.2024
Policy Review Date: 31.12.2024 (or sooner if required)