



**St. George's School**  
incorporating **Little Steps Nursery School** Nursery  
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**Little Steps**  
Nursery School

## Safer Recruitment Policy

### 1. Scope of policy

- 1.1. This policy describes the effective system in place at St. George's School and Little Steps Nursery School regarding the recruitment of staff, volunteers, students and parent/carer helpers. This policy supports us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children. It is crucial that our recruitment culture helps to identify and eliminate people who might pose a safeguarding or welfare threat.

### 2. Introduction

- 2.1. St George's School and Little Steps Nursery are committed to the fair treatment of its staff, potential staff or users of its services, regardless of ethnicity, gender identity, religion, sexual orientation, responsibilities for dependents, age or disability. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates.
- 2.2. We select all candidates for interview based on their skills, qualifications and experience.

### 3. Our effective recruitment procedure for paid employees

- An enhanced disclosure is always carried out for any positions at Little Steps Nursery and St George's School. All application forms, job adverts and recruitment briefs will contain a statement that an enhanced disclosure will be requested in the event of the individual being offered the position.
- Candidates will receive a job description and person specification for the role applied for.
- Candidates applying for a position must complete our application form (we do not accept just CVs).
- Full employment history is asked for on our application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps.
- Two written references are required on the application form; the candidate's last employer will always be asked for a reference.

- Original copies of candidates' qualification certificates will be seen by the administrator and copies will be made.
- Short-listed candidates are required to attend an interview. Before or during the interview, a right to work in the UK form is completed with the candidate to make sure they can legally work in UK. This process also requires one form of ID to be seen and checked.
- If candidates are successful at their interview, they will be invited back for a second visit. During the second visit, supervised time will be spent with the children.

Once an offer of employment has been made:

- An Enhanced Disclosure Barring Service (DBS) check is carried out for all employees. During this check we will ask for 3 original identity documents. We do not accept portable DBS checks.
- Little Steps Nursery or St George's School will pay for the DBS check to be carried out.
- A health declaration form is completed which must satisfy us that the candidate is suitable to care for children.
- A photocopy of one item of photographic ID is taken for their personal file to support the candidate's right to work in the UK.
- Both referees will be contacted, and references sought.
- A probationary period of a minimum of 12 weeks is set.
- A disclosure of criminal record and disqualification declaration for early year's settings is completed within an ongoing cycle.

#### 4. **Our recruitment procedure for volunteers**

(we class these as adults 18 and over)

- All candidates are required to attend an interview; however, completing an application form is not necessary.
- If candidates are successful at their first interview they may be invited back to spend supervised time with the children.
- Once interviews have been completed two references will be sought.
- Original copies of any candidate's qualification certificates will be seen, and copies will be made, however this may not apply to all volunteers, especially those new to early years.

- An Enhanced Disclosure Barring Service (DBS) check is completed (we do not accept portable DBS checks), which the volunteer may be asked to pay for. During this check we will ask for identity documentation (originals).
- A disclosure of criminal record and disqualification declaration for early year's settings is completed, if the person volunteers for more than a year.
- A photocopy of 1 item of photographic ID is taken.

#### **5. Our recruitment procedure for students**

(we class these as up to the age of 18 years and are usually still at school or college or similar work experience)

- All students are required to attend an interview.
- A reference from the school or college will be sought.
- All students 16 years and above require an Enhanced Disclosure Barring Service (DBS) check. During this check we will ask for identity documentation (originals).
- All students under 16 years old will require two references; one from their school or college and one personal reference

#### **6. Little Steps Nursery and St George's School will ensure:**

- A member of the management team has completed safer recruitment training provided and will update their training every 3 years.
- During probation periods, paid employees are given additional support to enable them to follow Little Step's policies and procedures as set out in the staff induction document.
- Enhanced DBS check has come back with a suitable result. Little Steps Nursery and St George's School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. Disclosure information is only used for the specific purpose for which it was requested. For example: suitability for working, either paid or voluntarily within the setting, and for which the applicant's full consent has been given.
- Students and volunteers are never left alone with the children.
- No candidate is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability, age, and offending background.
- The company called Atlantic Data will usually be used for all Enhanced Disclosure Barring Service (DBS) checks.

## 7. Staff leaving

- 7.1. Every staff member who leaves the employment of Little Steps and St George's School will be offered an exit interview. This will be with a member of the senior management team. Any information supplied during the exit interview is confidential, although relevant feedback which could help improve practice or the experience of staff at Little Steps and St George's is fed back discretely on a no names basis as part of the appraisal system. We hope this will improve Little Steps and St George's as an employer and give the staff a chance to offer feedback on their experience with us.

Related policies include:

- Equal Opportunities

Policy adopted: June 2021

Review date: June 2022

Signed: Position: Headteacher

Signed: Position: Administrator