



# Recruitment, Selection and Suitability of Staff Policy



The  
Little Green Frog  
Nursery & Pre-School

## Statement of intention

The Little Green Frog Day Care Nursery is an equal opportunities employer and we welcome applications from a wide variety of backgrounds.

No applicant will be discriminated against on the ground of race, gender, age or sexual orientation.

## Legal requirements

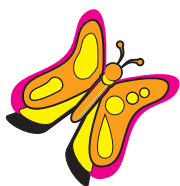
- We abide by all legal requirements relating to safer recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations, including our legal responsibilities under the Equality Act 2010
- We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks. We abide by the employer's responsibilities by informing the DBS of any changes to the suitability of our staff, whether this member of staff has left the nursery or is still under investigation. Please refer to the Safeguarding Children and Child Protection Policy for further information.

## Adverts and Applications

- Adverts to include the wording "At The Little Green Frog we practise safer recruitment. All appointments subject to satisfactory references and DBS check"
- Candidates may contact the nursery by phone or email.
- Nursery to send out application form, job description and person specification.
- All candidates to complete nursery application form (not just send in own CV) including full employment history with any gaps in employment to be explained.
- We shortlist all suitable candidates against pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- All shortlisted candidates receive a job description, a person specification and a request for identification prior to the interview
- The manager decides the most appropriate people for the interview panel. There will be at least two people involved in the overall decision making

## Interviews

- The interview process consists of two opportunities to be observed interacting with children in the nursery and a conversation with two members of the senior team of the nursery.
- When arranging interview ask candidates to bring two forms of ID with them. Follow this with an email confirming interview date, the interview process and need for ID.
- Take copies of ID when candidate arrives for interview.



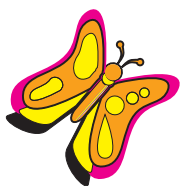


- During interviews the candidates will be observed interacting with the children. Feedback will be taken from other members of the team and the views of the children will be considered when making a choice about an offer of employment.
- Standard interview questions will be asked to all candidates to ensure that all relevant information is gathered.
- Interviewers and candidates may ask supplementary questions and conversations may arise from this; the aim is to be thorough in the process of finding out as much as possible about the candidate.
- After an interview managers will take at least 24 hours to consider whether or not to make an offer of employment.
- Every candidate will receive communication from the nursery stating whether they have been successful or not. Unsuccessful candidates are offered feedback.



### DBS Checks

- **Candidates will be asked at interview to disclose any convictions cautions, court orders, reprimands and warnings that might affect their suitability to work with children (whether received before or during their employment at the setting).**
- If a candidate is successful and starts employment at the nursery but later is revealed to have a criminal record this will be considered a matter of gross misconduct due to their failure to disclose this at interview and so the candidate will be instantly dismissed.
- Depending on the nature of the record it may be necessary to inform the police.
- All new starters, other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the member of staff commences work in the nursery.
- An additional criminal records check should also be made for anyone who has lived or worked abroad (including further checks if the individual has lived in more than one country)
- The nursery will record and retain details about individuals, including staff qualifications, identity checks carried out and the vetting process completed. This will include the DBS reference number, the date the disclosure was obtained and details of who obtained it. The nursery will not retain copies of the disclosure itself once the employment decision is taken
- There may be occasions when a DBS check is not clear, but the individual is still suitable to work with children. This will be treated on an individual case basis and at the nursery principal's discretion taking the following into account:
  - seriousness of the offence or other information
  - accuracy of the person's self-disclosure on the application form
  - nature of the appointment including levels of supervision
  - age of the individual at the time of the offence or other information
  - the length of time that has elapsed since the offence or other information
  - relevance of the offence or information to working or being in regular contact with children
- If the individual has registered on the DBS system since 17 July 2013, managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check



### Appointments

- Offers of employment are made over the phone and followed by email.



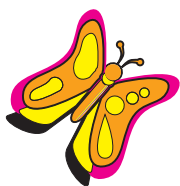


- Onboarding paperwork to be completed by the new employee in advance of first working day.
- References will be requested before first working day and chased if needed. These references will be taken up BEFORE employment commences and will meet the requirements for references as set out in the EYFS under 'Suitable people'.
- The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked and copies taken for their personnel files where applicable
- During first six months of employment managers will provide regular supervision opportunities. Daily for the first week of employment then weekly/fortnightly for six weeks and monthly until six months.
- Induction training to take place within first six months of employment.



### Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of a newly qualified student, their tutor and a personal or professional reference.
- Prior to employment but after the job has been offered, a health check questionnaire will be given to the employee and its results will be taken into account in making an overall decision about suitability, although these considerations will include ensuring that the nursery complies with the requirement to make reasonable adjustments for disabled employees. (See also employees handbook)
- All new members of staff will undergo induction training which includes information specific to The Little Green Frog Nursery and broader early years and child development topics delivered through face to face and on line training.
- As part of induction training, all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children and Child Protection Policy, Lock down Policy, Inclusion and Equality Policy and Health, Safety and Medication Policy.
- Room leaders (or room mentor) will demonstrate and communicate specific procedures for each room of the nursery
- New staff members will have a probationary period for the first 6 months of work during which suitability for the position to which they have been appointed will be assessed. The nursery reserves the right to extend the probationary period if necessary
- All staff members have a care bear manager. The care bear manager will be responsible for ensuring that induction training is completed and meet with a new member of staff for an informal catch up at least once a month for the first 6 months.



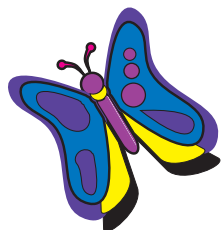
### Delayed DBS checks

- Where possible, staff will have the checks completed prior to starting employment. As long as the DBS check has been applied for, if there are delays in the results coming through, staff may work in the nursery before these checks are completed, but they must be supervised at all times by staff who already hold an enhanced check. All nursery staff will be informed of any staff awaiting enhanced DBS clearance
- Staff awaiting these checks will **never**:
  - Be left unsupervised in a room or outside whilst caring for children.
  - Take children for toilet visits unless supervised by staff holding an enhanced check
  - Change nappies
  - Administer medication or first aid



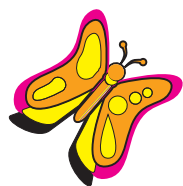


- o Take photographs of any children
- o Have access to children's personal details and records
- While adhering to the above list, we recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and we support them in participating fully in every other aspect of the nursery day.



### Ongoing support and supervision

- We will ensure staff receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the nursery
- Care bear managers operate an "open door policy" where by team members can come at any time and request a to book a meeting for any work related reason. Care bear managers will also make time for regular informal catch up conversations with their care bears.
- Every member of staff will have monthly supervision meetings with a mental health professional. These sessions will be confidential with the exception of safeguarding concerns which will be communicated to the care bear manager.
- Every member of staff will meet with their care bear manager at least once a year for a general appraisal.
- Care bear managers will use a variety of ways to support their staff members. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.
- Room leaders will be responsible for any support the staff in their room may have on a day to day basis. This will usually take place through room communication channels for example daily check in conversations and use of the communication book.
- The nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children



### Checks and notifications

- All staff are responsible for notifying the manager in person if there are any changes to their circumstances that may affect their suitability to work with children. This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager **immediately**
- We act on any information that comes to our attention that suggests someone may no longer be suitable for their role
- Ruth Johnson (Nursery Principal) will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. Please see the Disciplinary procedure in the Employees Handbook for further details



### Students and agency/supply staff

- All students will receive an interview to ensure they are suitable for the nursery and an induction process to ensure they fully understand and are able to implement the nursery procedures, working practices and values
- All students will be fully supervised to ensure they receive the appropriate support, training and information they may require





- We request confirmation that all necessary checks have been completed by the agency before using any supply or agency staff. Once checks are obtained we record the DBS check reference number, the date the check was obtained and details of who obtained it
- We have a short induction prior to agency staff working with the children. It is our policy that all agency and supply staff are fully supervised and not left alone with children
- Students on long term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if the nursery principal is satisfied that they are competent and responsible.

