



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB

Tel: 01234 767785

Website: www.bizzybeespreschool.org

Email: bizzybeespre_school@btconnect.com

Charity Number: 1172751

Ofsted: EY556019

2.1a Safer Recruitment policy

Policy statement

Bizzy Bees Pre-School CIO is committed to safeguarding and promoting the welfare of children and expects all staff, committee, students and volunteers to share this commitment. An enhanced DBS disclosure will be required for all staff, committee and regular volunteers. For all positions, staff are not entitled to withhold information about police cautions, "bind-overs" or any criminal convictions that include any that would otherwise be considered "spent" under the act.

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team. This includes disqualification under the Childcare Act 2006 an employee who may be living in the same household as a person disqualified under the act.

Procedures

We will follow procedures in line with training from Bedford Borough Council alongside the Statutory Framework for the Early Years Foundation Stage.

Ideally all staff working with the children at Bizzy Bees Pre-School will have, or be working towards a qualification in early years, and have at least 2 years' experience of working with children aged 2 – 5 years (this will include their own children). Consideration will be given to applicants who have experience but are willing to begin training in the future. They will have to attend a Safeguarding Children course and First Aid training within the first 6 months of employment. Safeguarding will need to be renewed every 2 years and First Aid every 3 years.

We are an equal opportunities employer and actively promote a diverse workforce that values people for their differences. We carry out our recruitment process in line with the Equality Act 2010.

We will advertise a vacancy in a wide area, through the local authority, local community and local press if required, so it is accessible to everyone. The adverts always contain our statement regarding our commitment to safeguarding and promoting the welfare of children and young adults. The advert will contain our address, phone number and email address so people can contact us in a way which suits them best.

All applicants will be required to complete an application form, they will also receive a job description and job specification. Applicants will then receive a letter stating whether they have been successful in reaching the interview stage. (C.V.'s will not be accepted).

The Pre-School Manager(s) will then make a short list of suitable candidates and invite them to attend an interview. We will inform possible candidates of where, when and for how long the interview will be, and provide directions to the Pre-School if necessary. All candidates will be advised of what documentation they will need to bring with them. We will ask all candidates if they have any special needs or requirements which we can cater for.



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The interview will be with the Pre-School Manager(s) and Chair of committee. At least one of the Managers will have up to date Safer Recruitment training. Questions will be prepared before the interview and notes will be taken by one of the Managers. During interview candidates will be asked for the following documentation:

- Their identity – Passport or photo driving license
- Relevant qualifications – certificates
- Eligibility to work in the UK – official paperwork
- Their criminal history – disclosing anything that will show on their DBS
- Disqualification under the Childcare Act 2006
- Health – any relevant documentation

Detailed enquiries will also be made regarding any gaps in employment.

After (or shortly following) the interview process candidates will be asked to attend the Pre-School session for an hour after the interview. This will be a practical assessment when a candidate will spend time with the children and other staff members, this will give them time to look around our setting, speak to other staff members and to interact with the children. A detailed record of the interview will be kept until all the interviews have been completed.

Should we feel it necessary we may invite candidates back for a second interview.

After a selection has been made we will inform the candidates of our decision as soon as possible as to whether they have been successful or not.

Starting work

The successful candidate will be informed that their job offer is conditional, dependant on the return of 2 satisfactory written references and an Enhanced DBS check. One of the references will need to be from a previous employer. A probationary period will be 3 months unless stated otherwise at the interview stage.

The successful candidate will not be allowed to commence their employment with Bizzy Bees Pre-School until the DBS check has come back clear, and references have been returned.

The successful employee will agree and sign their contract before commencing work, this will include the employee agreeing to inform the Pre-School of any major changes which may affect their ability to care for young children. These include use of alcohol, drugs, or any other substances deemed inappropriate.

The contract will specify that employees will have to notify the Pre-School if they are disqualified from working with children whilst employed by us.

New staff members will undergo a thorough induction process which will span a minimum of 8 weeks. During this time, they will read and discuss the Pre-School's policies and procedures, risk assessments, health and safety procedures, manual handling, safeguarding, first aid, code of conduct and supervisory meetings agreement. They will have been introduced to the staffing



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team and committee. They may be introduced to a mentor who will be an experienced staff member who will show them how the Pre-School operates on a day to day basis. The employee will have their performance monitored during this time to ensure a satisfactory level of performance. If these levels are not being achieved within their probationary period, then their employment may be reconsidered.

All new staff will attend regular staff meetings, training and undergo supervisory meetings and appraisals throughout the year.

All the above procedures will be relevant not only to permanent staff members, but also to long term student's volunteers and bank staff.

As an organisation using the Disclosure and Baring Service (DBS) to help assess the suitability of applicants for positions of trust i.e. staff members, we comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures information. We also comply fully with its obligation under GDPR and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information.

Disclosure information along with all staffing records and additional staffing information will be kept securely locked in a filing cabinet with access strictly controlled and limited to Managers and administrators.

Enhanced DBS certificates will not be held on record. The Managers will record the certificate number and date and then return the certificate to the employee.