

## BRANSTON PRE-SCHOOL CENTRE

### RECRUITMENT POLICY

Branston Pre-School Centre is committed to safeguarding children, young people and their families and our staff and volunteers.

The welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse. Everything we do ensures the safety and wellbeing of the children and young people we work with, as well as that of children and young people in general.

We believe that for safeguarding and good practice to happen, we need staff and volunteers who are carefully selected, feel valued, encouraged and who are appropriately trained, managed and supported in their work. Branston Pre-School Centre is committed to safer recruitment processes in order to achieve this. The manager and deputy manager will complete safer recruitment training every three years.

All staff are required to hold an Enhanced DBS certificate and be on the update system. All staff and committee members must self-disclose any convictions or cautions in line with DBS filtering rules at application stage and advise management of any subsequent charges during employment for them and anyone who is associated with them.

We strive to create an ongoing safe work culture, where everyone is able to challenge and participate. We have clear whistle blowing and safeguarding policies and a code of conduct in place in order to keep our staff and children safe. All staff, paid or unpaid, working with children and young people have a responsibility to report any concerns to the appropriate officer and will be supported in doing so. Any suspicions or allegations of abuse will be taken seriously and responded to swiftly and appropriately.

## **ADVERTISEMENT**

Any advertisement will include a statement on our commitment to safe guard and promote childrens welfare. Any successful applicant is to obtain a DBS and be on the update system. Details of post, salary and qualifications will appear on the advertisement.

## **APPLICATION FORM**

Personal details and identification will be confirmed with 2 forms of personal identification (one being a photograph) alongside one form of address verification. Also on the form will be academic qualifications (which we will verify) and a full history since leaving education including any breaks (and reasons for this). Also 2 references, one being the most recent employer and not family members. References will be requested and obtained directly. The form has to be signed to state that they have not been disqualified for working with children.

## **FACE TO FACE INTERVIEW**

Interview panel of a minimum of 4 people (to include the Manager, Deputy Manager, Chair Person and Treasurer).

## **CHECKLIST**

- Identification
- References
- Qualifications
- DBS
- Medical Fitness
- Additional checks for applicants that have lived outside the UK.

**SERIOUS CONCERNS ABOUT APPLICANTS SUITABILITY MUST BE REPORTED TO THE POLICE AND SAFEGUARDING AUTHORITIES**