



SAFE RECRUITMENT POLICY

The Nursery has an effective system in place to ensure that all practitioners and other people aged 16 or over likely to have regular contact with children are suitable to do so. Laura Davies (Nurse manager) and Amy Rowe (Nursery manager) have undertaken safer recruitment training.

The nursery expects all people connected with their provision who work directly with children to declare to them all convictions, cautions, court orders, reprimands and warning which may affect their suitability to work with children.

In order to achieve Safe Recruitment:

- Members of staff paid / unpaid will be DBS checked and will not be able to work within the nursery unsupervised until completed.
- 2 References will be requested. These will be followed up with a phone call
- Full employment history will be requested and any gaps within their history will be investigated and explanations required.
- Evidence of relevant Qualifications and identification will be requested.
- Applicant will be interviewed by management.
- When a candidate is offered a position within the Nursery they will be placed on a period of probation for 6 months.
- The new member of staff will undertake a 1-week induction period to ensure that all relevant information, policies, procedures and good practice are provided.

The new member of staff will receive a copy of all Policies and Procedures and Management will complete a Staff Progress File which will include all Supervision, Training and yearly appraisals.

All agency / students / volunteers will receive the nurseries induction process and will abide by the nurseries policies and procedures. All non-permanent staff will never be left unsupervised at any time.

