



## **Safer Recruitment Policy**

This policy has been adopted by the EY Setting

**Little Acorns**

on

**18<sup>th</sup> October 2023**

August 2023

## Policy Introduction

Safer recruitment is the first step to safeguarding and promoting the welfare of children in education.

Little Acorns is committed to safeguarding and promoting the welfare of all children in its care and expects all staff and volunteers to share this commitment.

It is vital that a culture of vigilance is promoted across the setting, and as such, the setting has adopted recruitment procedures that seek to deter, reject and identify people who may be unsuitable to work with children and young people.

All elements of the Safer Recruitment Policy ensure that the recruitment and selection processes outlined:

- meet the requirements of [Early years foundation stage \(EYFS\) statutory framework](#)
- meet the requirements of [Keeping Children Safe in Education](#)
- meet the requirements of [Working Together to Safeguard Children-2018.pdf](#)
- set out prescribed vetting and checking procedures
- include a robust induction
- provide for ongoing training, supervision and monitoring of staff and volunteers

### 1. Scope of this policy

This policy outlines the steps this setting will take to ensure those employed are suitable to work with children and young people. Its main purpose is:

- to deter unsuitable individuals from applying to work with us
- to attract and engage suitable candidates
- to promote and maintain a culture of vigilance

The recruitment and selection process aims to support the selection of the most suitable applicant for a post based on the appropriate combination of ability, qualifications, experience and attitude, as measured against the job description and person specification.

All those involved in the recruitment and selection of staff must ensure that policy, processes and procedures are compliant with current employment legislation.

This policy applies to the recruitment of all staff, students and volunteers to include third party and supply staff. The Manager/Leader appointments will follow the same principles with key recruitment responsibilities to be undertaken by the Register Person/Body.

### 2. Roles and Responsibilities

It is the responsibility of the Registered Person/Body to monitor and review the effectiveness of this policy and to be familiar with the current DfE guidance 'The Statutory Framework for the Early Years Foundation Stage' and its specific requirements relating to Safer Recruitment.

It is the responsibility of the Registered Person/Body to ensure that processes and procedures are in place to support the effective implementation of this policy and that all appropriate pre-employment checks are carried out on all staff who work at the setting.

The Registered Person/Body must ensure, before convening any interview panel, that at least one member of the interview panel has completed training in 'Safer Recruitment'.

The Interview Panel must ensure that child protection and safeguarding matters are central to the interview process.

Any member of staff involved in the recruitment and selection process must ensure they refer to and comply with all elements of this policy.

### 3. Preparing to Recruit

#### **Identifying the Vacancy**

When a vacancy arises, the Leader/Manager, in conjunction with the Registered Person/Body, if appropriate, will review the needs of the setting and ensure the post to be advertised effectively meets those needs.

In line with the settings current and future budget and staffing structure, as set by the Registered Person/Body, the Leader/Manager will review the Job Description and Person Specification relating to the vacant post.

Prior to advertising, the Registered Person/Body will consider the type of appointment to be made and determine the nature and length of the employment contract to be offered.

#### **The Selection Panel**

The selection panel will be formed as determined by the Registered Person/Body.

At least one of the persons who conducts an interview **should** have completed safer recruitment training.

Interviews **should** be conducted by a panel of **at least two people**.

#### **Declaration of Interest**

Any person on the interviewing panel who has any interest in, or is related to, any of the applicants, must declare that interest or relationship. This is to ensure fairness, objectivity and awareness across the selection panel.

If appropriate, an individual member may be removed or replaced on the selection panel.

#### **Job Descriptions and Person Specifications**

The job description will summarise the duties and responsibilities of the post.

It should be a clear, concise and fair representation of the requirements of the post holder and should be reviewed and updated annually at appraisal and whenever a post becomes vacant. It should also confirm whether the post is suitable for any flexible working arrangements.

Where a job role is deemed to fall within the definition of regulated activity, the person specification will include the statutory criterion that "*a satisfactory DBS check, at an enhanced level, to include a Children's Barred List check*" is required to be obtained for the appointed candidate.

All posts in the setting have an element of safeguarding responsibility attached to them which is reflected in the job description and person specification.

The person specification provides a profile of the ideal person for the post. It sets out the qualifications, experience, skills, personal attributes, attitudes and behaviours needed to undertake the duties and responsibilities of the role, as detailed in the job description.

Person specifications are divided into education, skills and experience that are either the 'essential' or 'desirable' attributes required of the ideal candidate.

All criteria defined as essential is related directly to the job description and evaluated as the minimum requirements for a role to be undertaken effectively.

The person specification will confirm how each essential requirement will be assessed throughout the selection process, e.g. at interview, on the application form etc.

**These criteria must not be changed after the post has been advertised.**

To be shortlisted, candidates must demonstrate, on the application form, how they meet the criteria listed on the person specification.

If there is a legal requirement to do so and/or if it can be objectively justified as essential for the role, e.g., Leader/Manager, Deputy, Room Leader, Qualified Practitioner etc, relevant qualifications will be listed as essential.

Where a qualification is preferred but cannot be justified as essential, the person specification will include the following statement:

*"If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would still be interested in your application".*

To ensure equality of opportunity, consideration will be given when stating the length of previous experience required to undertake the role.

### **The Application Form**

A standard application form is used for all vacancies, **except for the recruitment of casual staff** where there is a separate application form.

The standard application form is designed so that information related to recruitment monitoring; age, disability, ethnic or racial origin and marital status, is collected separately. Except for applicants who have a disability, shortlisting will be undertaken without this information being available to the appointment panel.

It will be removed by the setting administrator, prior to shortlisting, but will be recorded to ensure the Registered Person/Body is able to report equality data.

Applicants should be advised that where they have submitted an electronic application, they will be asked to physically sign a hard copy of the application form, should they be invited to attend for interview.

### **The Recruitment Information Pack**

Applicants responding to job adverts will receive appropriate information about the post, either on paper or electronically via the setting website. The pack should be made available electronically or provided within 48 hours of a request.

The following documents may be made available in hard copy or electronic format.

A covering or 'welcome' letter from the Registered Person/Body- this will include details of the closing date, interview date (where known), contact telephone number for applicant queries to be directed, the process of application, shortlisting and deselection, i.e., when candidates should assume, they have been unsuccessful after a certain date.

Where a post is defined as regulated activity, applicants should be advised that it is an offence for a barred person to apply.

Applicants should be made aware that should they be shortlisted, further information relating to criminal records, sanctions and disqualifications will be requested to be considered and discussed at interview.

**It should be clearly stated that CVs are not acceptable and only fully completed application forms will be considered for shortlisting.**

Application Form

Job Description and Person Specification

Any specific job-related information (i.e., organisation chart and additional information)

Any relevant background information (regarding the setting and local area.)

Child protection policy / safeguarding statement

### **Advertising**

The purpose of an advertisement is to attract the best candidate for the job role and to deter unsuitable applicants from applying. The advertisement should give applicants information about the type, age range, location and size of the setting.

In order to target under-represented groups, consideration should also be given to advertising in a variety of media.

As a minimum, adverts will be uploaded to the setting's website, with consideration given to additional resourcing opportunities such as:

- Shropshire Council Early Years Teams site
- Local press and facilities
- Apprenticeship and Kickstart schemes

The setting may decide that a post can be filled from within the setting's current workforce. Such an appointment will be made on the basis of an internal advertisement and open internal competition.

The aim of the job advert is to provide enough information about a vacant post to attract suitable applicants and provide access to, or direct requests for, further information or detail.

Adverts should:

- state the job title, function, pay (including any allowances) and contractual status of the post
- clearly communicate the usual working location of the role, the working hours attached to the post and whether it is full or part time etc
- contain brief information from the job description and essential criteria from the person specification
- when appropriate, include the statement: *"if you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application"*
- include the statement: *"The setting is committed to safeguarding children and young people. All post holders are subject to a satisfactory DBS check..."*
- contain language that is non-gender specific
- avoid phrases which imply age restrictions

- where appropriate, contain a contact number for an informal discussion about the vacancy, or to arrange a visit to the setting
- specify a closing date for applications
- state the date of the interview(s)

#### 4. Shortlisting

Shortlisting will be undertaken with reference to the criteria set out in the job description and person specification. The panel will consider any inconsistencies in the information provided, look for any gaps in employment and the reasons given for them. This will enable the panel to identify any potential concerns that may be appropriate to discuss with the applicant during the interview.

Shortlisting will be undertaken by a panel convened by the Registered Person/Body or delegated to the Leader/Manager, assisted by appropriate members of staff. It is recognised good practice that an appointment panel should be made up of **at least two people**, one of whom one **should** have completed training in safer recruitment.

**At least one** of those who undertake the shortlisting exercise must also be involved in the subsequent selection/interview process. If possible, one of these will be the line manager to whom the successful candidate will report. Wherever practicable, the panel should have a gender mix.

##### **Receipt of Application Forms**

An application form will be used for all setting vacancies. **CVs are not acceptable**, and information provided on a CV will not be considered as part of the shortlisting process.

Where practicable, if a candidate submits a CV (only) before the closing date for the post, they should be given the opportunity to complete an application form, with a request to return the completed form before the closing date. If an applicant is unable to complete an application form due to a disability, consideration may be given to accepting an application in an alternative format.

Applicants should be notified that incomplete application forms will not be considered for shortlisting.

Application forms received after the closing date will only be considered in exceptional circumstances, e.g., where proof of posting indicates undue delay through no fault of the applicant. Any decision made to accept an application after the closing date will be recorded with the associated reason(s) for doing so.

Applicants should be aware that receipt of applications will not be acknowledged and that no shortlisting will take place until after the advertised closing date for the vacancy has passed.

Each application form will be carefully considered and applicants will be assessed against the criteria listed in the person specification and job description. Those undertaking the shortlisting process will apply the criteria from the job description and person specification objectively, based on the information provided by the applicant on the application form.

The selection criteria will be applied consistently to all applicants, whether internal or external, and each applicant will be considered in the same way. Candidates who are shortlisted must always meet the essential requirements of the post - the desirable criteria may be used as an additional filter to reach a final shortlist.

Where a qualification is not a legal requirement of the postholder, applicants who do not have the formal qualifications specified, but can demonstrate skills of an equivalent standard, may still be considered for the shortlist.

### **Recording the decision**

If there is a large number of applicants who meet the essential criteria of the person specification, the selection panel may apply and consider the desirable criteria of the ideal postholder.

Any applicants who declare a disability on their application form and demonstrate, through their application, that they meet the essential criteria of the role, will automatically be invited to interview.

The results of shortlisting will be recorded with clear reasons given for shortlisting or rejecting each applicant. The marks scored for each applicant against each criterion on the person specification will also be recorded.

Information obtained during the shortlisting process will be treated confidentially. Comments recorded as to why applicants were, or were not included, must not be discussed, or disclosed outside of the selection panel. The panel may, however, provide relevant and appropriate information to an applicant who requests feedback as to why they were not shortlisted for the vacancy.

### **Shortlisted applicants and the self-disclosure of criminal records**

Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. These might include individuals with a relevant criminal record, inclusion on the children's barred list or if they are prohibited from teaching.

This information must **not** be requested on the application form and only requested of the applicants who have been shortlisted.

The purpose of self-declaration is so that candidates have the opportunity to share and discuss any relevant information at interview, before the DBS certificate is received.

Applicants who are invited to interview should be issued with a self-declaration form asking them to confirm any relevant information relating to criminal records which must be returned to the setting before the day of their interview. Where the applicant has provided an electronic signature, the shortlisted candidate should sign a hard copy of the declaration when they attend, in person, for interview.

Where an individual has voluntarily provided confidential information relating to criminal records as part of their initial application, this information must not be considered as part of the short-listing process.

Where information is provided under secure, separate cover, such as a sealed envelope, on no account will this be opened and accessed until a decision has been made to shortlist the applicant.

**Categorically, this information must not be accessed where an applicant is not shortlisted.**

### **Online Search**

The setting will conduct an online search of shortlisted candidates to ensure as far as is reasonably practicable that no online information exists which would potentially make the applicant unsuitable to work with children.

The setting will inform the candidates that an online search will take place and will ensure that any information found does not introduce any bias into the recruitment process and result in candidates being inadvertently discriminated against.

The search will be completed by a senior member of staff not involved in the interview process. Any information found will be passed to the Chair of the interview panel so that it can be appropriately discussed with the applicant during the interview/selection process. This may be within or outside the main interview, dependent on the sensitivity of any information found. The setting will follow a similar process as occurs for discussions about potential criminal convictions disclosed during the recruitment process.

The setting will ensure that it does not inadvertently discriminate against applicants who may be covered by the [Rehabilitation of Offenders Act 1974](#) and related legislation (i.e. certain spent convictions and cautions are 'protected', and not subject to disclosure to employers, therefore they cannot be taken into account.)

### **Inviting Shortlisted Candidates to Interview**

Apart from in exceptional circumstances, all candidates will receive at least 5 days' notice of their interview. Candidates will be sent written confirmation of their invitation to interview which will set out the following:

- details of the selection process and the makeup of the selection panel
- the date, time and venue of when and where the interview / selection process will take place
- details of any reasonable adjustments discussed and agreed prior to interview, that will enable the candidate to attend
- the list of documents required to be brought to the interview by the applicant for evidence checking, e.g., proof of identity, original certificates relating to professional or educational qualifications
- the requirement for shortlisted candidates to complete and return a self-declaration relating to criminal records, prohibitions and disqualifications, **prior to their interview**
- confirmation that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate will be subject to an Enhanced DBS disclosure with a check against the Children's Barred List.

On the day of the interview, the setting must verify the identity of all candidates and ensure that they have signed their completed application form.

**NB. Where a candidate has completed and submitted an electronic application form, a clean hard copy will be presented to them for signing when they attend, in person, for interview.**

### **Inviting Shortlisted Candidates to Visit the Setting**

Where possible and if appropriate, shortlisted candidates should be given an opportunity to visit the setting whilst it is operational, and in advance of their scheduled interview.



## 5. References

The challenges of seeking to access and verify references on all shortlisted candidates, in advance of the interview, are widely acknowledged but wherever possible, at least one reference will be requested for all shortlisted candidates (including internal candidates) prior to interview, and in sufficient time for them to be made available to the interview panel.

Where a candidate clearly requests on their application form that no contact should be made with their referee(s) until they have been formally offered a position, it should clearly communicate in a conditional offer of employment, that an appointment will **not** be confirmed until all relevant references have been received and deemed to be satisfactory.

The setting will ensure that any references provided by the candidate's current employer have been provided by a senior person with appropriate authority.

NB. If the referee is setting or college based, the reference must be provided by the Manager/Leader/Registered Person/Body/Tutor so that any disciplinary investigations and/or safeguarding concerns that may have been confidentially recorded on a personnel record can be appropriately disclosed.

Upon receipt of references, the Appointing Officer must contact the referee directly to confirm the authenticity and origin of the information provided and/or to clarify any aspect of the detail given. Clear notes of any telephone discussion with a referee must be recorded along with the date and time the contact was made.

Only in exceptional circumstances should an interview / selection panel member act as a referee. Where this occurs, such as in the case of internal candidates, a further reference should be sought from an alternative referee.

Where references are not available or supplied in time for them to be referred to and explored as part of the interview and selection process, the setting will ensure that they are sought, reviewed, and verified as part of a conditional offer of employment and before an appointment has been confirmed.

### **Information for Referees**

Requests for references must be made on the setting's standard reference request form. Reference requests should be accompanied by the job description and person specification.

### **Requesting References**

At least two references are required as part of the appointment process, one from the candidate's current or most recent employer plus one other. A reference will also be requested from a previous setting / education employer. Should the current or most recent not be an educational or childcare setting, additionally, a reference may be requested from a previous employer where a candidate has worked with children.

References will be sought directly from the referee named on the application form.

Unsolicited references, sometimes called 'open references', addressed '*to whom it may concern*' and provided directly by the candidate along with the application form, **must not** be accepted at any stage in the recruitment process.

## 6. The Interview and Selection Process

The main objectives of the interview / selection process will be to:

- determine each candidate's suitability for appointment, as measured against the person specification and job description
- provide candidates with further information about the job
- select the most suitable person for the job

One member of the Interview Panel should be nominated as the **Appointing Officer** with overall responsibility for making the final appointment decision.

### **The Interview**

All vacancies will require a face-to-face interview designed to explore an applicant's ability to do the job, as set out in the job description and person specification.

The interview is a key element of the safer recruitment process and is a formal opportunity to identify and reject unsuitable applicants and prevent them from being appointed.

During the interview, the panel should ask the same, previously agreed, core questions, devised to provide each candidate with an equal chance to demonstrate their suitability for the job. Supplementary questions may be asked of candidates based on responses to the core questions.

Additional, pre-prepared questions may be asked of individual applicants based on the information provided on their application form and/or in relation to self-disclosure documentation, references etc.

All members of the interview panel must remain objective and ensure they give each candidate equal opportunity to respond to questions asked during the interview.

Whilst each panel member is responsible for keeping clear, concise, objective notes of candidate response, it is recommended good practice that **at least one panel member** does not take notes whilst the candidate is responding to the question being asked. This provides for appropriate eye contact and engagement with the candidate and will help to ensure that a full and clear response has been given.

The panel should discuss and agree their approach, prior to the interview, identifying the questions they prefer to ask, between them.

At the end of the interview, candidates will have the opportunity to ask their own questions about the job or the setting. The Chair of the panel will ensure that candidates are aware of the timetable for the rest of the recruitment process and how an appointment decision will be communicated.

### **Other Selection Methods**

The selection process should normally involve at least one other selection method in addition to the interview.

*Written Tests* - this could involve a job-related task which requires a reasoned, written response that tests each candidate's ability to supply and draw from their own experience and knowledge, as well as their ability to communicate effectively.

*Practical Task/Activity (relevant to the position)* – applicants will be advised of the nature or focus of an observed lesson plus the details of any other practical task or activity they are required to undertake during the selection process.

### **Feeding back to Candidates**

Once a decision has been made in relation to an appointment (even where it is decided that no appointment can be made), a nominated member of the panel will contact all

shortlisted candidates who have attended for interview, appointed or not) to offer constructive feedback about the application and interview. This will normally be within 5-working days of the interview.

## 7. Making an Appointment and Pre-employment Checks

All offers of appointment should be conditional until satisfactory completion of the mandatory pre-employment checks has been undertaken. The offer of employment will be made in writing, by the Registered Person/Body, to the successful candidate as soon as possible after the interview.

This will be in the form of a **conditional offer** of employment which is subject to satisfactory receipt and verification of all outstanding pre-employment checks.

Once all pre-employment checks have been received and deemed to be satisfactory, a formal confirmation of appointment will be issued to the successful candidate, in writing, by the Registered person/ body or manager.

The Appointing Officer must send all appropriate new starter information to the Employment Services Team as soon as possible. This will ensure that on 'Day 1' of employment, the appointee has been set up on payroll and can be issued with a written statement of employment particulars.

### **Pre-employment Checks**

Appointments are subject to satisfactory receipt and/or confirmation of the employment checks detailed below, and any offer of employment will be conditional, until such time as all checks have been completed and accepted by the setting as satisfactory.

Once the pre-employment checks have been completed, the Registered Person/Body will confirm the offer of employment in writing, confirming that all necessary checks have been made and confirmed as acceptable.

Proof of Essential Qualifications - all shortlisted candidates will be asked to bring to the interview, documentary proof of the qualifications stated on the person specification as an essential requirement of the role. If these documents were not made available at the interview stage, the Appointing Officer will inform the candidate that, if successful, they will be required to present the original certificates prior to the offer of employment being confirmed.

Criminal Records Checks (DBS) - [Disclosure and Barring Service](#) All posts which involve working directly with children, young people in setting are exempt from the Rehabilitation of Offenders Act (1974), Section 4 (2) by virtue of the Rehabilitation of Offenders Act (1974) (Exemption) (Amendment) Order 1986.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'.

This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Setting application forms have been revised and updated relating to positions that are eligible for a Standard or Enhanced DBS check, in line with the filtering rules.

Settings are still entitled to ask if a shortlisted candidate has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974 and if they have any adult cautions (simple or conditional) or spent convictions that are not protected as

defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

Shortlisted candidates for setting posts are obliged to declare any pending court actions, all previous criminal convictions, bind-over orders or cautions, which for other posts would be considered spent. Failure to disclose this information could lead to an offer of employment being withdrawn. Further GOV.UK guidance is available [here](#).

The setting adheres to the relevant provisions of the [DBS Code of Practice](#) and all posts within this setting require an enhanced DBS check to be checked and approved prior to a new employee's start date.

The setting has a policy on the recruitment of ex-offenders and a criminal background will not automatically debar an applicant from employment.

The appointed candidate is required to present an original DBS certificate for the Registered Person/Body to view and record the necessary details from it on the settings central record.

Where a DBS check reveals information not previously disclosed by the individual and/or discussed at interview stage, a further meeting will be convened with the Registered Person/Body who will make a final decision as to whether or not employment will be confirmed.

All information will be treated in the strictest confidence and access to such information will be restricted to those with a legitimate need to see it.

[Statutory guidance about disqualification under the Childcare Act 2006](#) set out the circumstances in which an individual will be disqualified from providing 'relevant childcare' or from being directly concerned in the management of such provision

Where applicable, shortlisted candidates will be asked to provide details of any such qualification and complete the setting's self-declaration form which sets out the relevance of the 2018 Regulations.

Where a positive declaration is made, the Registered Person/Body will meet with the individual to discuss the declaration further. Employment will not commence until an appropriate decision has been made by the Registered Person/Body.

Equality and Access Considerations - if a candidate requires any adjustments to be made to enable them to do the job, these will be discussed with the individual prior to the start of their employment.

### **Right to Work in the UK**

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) which replaced section 8 of the Asylum and Immigration Act 1996.

There are two types of right to work checks: a manual document-based check and an online check.

To ensure that a preferred candidate is legally allowed to do the work in question, a 'right to work' check must be made before the setting confirms an appointment

## **8. Non-UK Nationals**

Individuals who have lived or worked outside the UK must undergo **the same checks** as all other staff in settings or colleges.

The main visa route for non-UK teachers in England is the skilled worker visa.

DBS checks for non-UK nationals require applicants to provide at least one [primary document](#) from the list prescribed the UK government.

Not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. Settings and colleges should also be mindful that the criteria for disclosing offences in other countries often have a different threshold than those in the UK. The Home Office provides guidance on criminal records checks for overseas applicants which can be found on [GOV.UK](#).

## 9. Induction and Training

All new employees will be subject to the setting's consistent induction process during the first term of their employment.

As part of the induction process all staff should be made aware of the systems within the setting and should

- Know how to spot signs that a child may be experiencing abuse.
- Know how to respond appropriately if a child makes a disclosure about abuse.
- Know who the Designated Safeguarding Lead is

The following elements of staff induction will be administered **within the first week** of employment

- Safeguarding and child protection policy.
- settings behaviour policy (*which should include measures to prevent bullying, including cyber bullying*)
- staff behaviour policy (code of conduct/handbook)
- role of the designated safeguarding lead (*including the identity of the designated safeguarding lead and any deputies*).
- *emergency evacuation procedures*
- Copy of Part One of KCSIE 2023 should be provided to staff at induction.

The Designated Safeguarding Lead will take a key role in ensuring all staff have access to, and opportunity for, continued training and development in relation to safeguarding and promoting the welfare of children.

Training opportunities will be identified and agreed during an employee's annual appraisal.

The setting will ensure all employees receive appropriate training in accordance with statutory and setting requirements and priorities as well as to ensure its ongoing commitment to developing its workforce.

### **Probationary Periods**

All new support staff employees will be subject to a probationary period which will be set out in the conditional offer letter and confirmed in the confirmation of appointment and the written statement of employment particulars.

Probationary service shall not apply to any member of staff with previous continuous service with another local authority, or with other previous service accepted by the setting, as appropriate to the post being filled.

### **Single Central Record**

Setting must maintain a record of all the pre-employment checks of employees (including supply staff and regular volunteers) who work in the setting. This record is subject to inspection by Ofsted.

The setting's record must cover all staff, including students and volunteers, agency and third-party supply staff, even if they work for one day.

The record must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed, or certificate obtained:

- an identity check
- a barred list check
- an enhanced DBS check requested/certificate provided
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

### **Committee Members**

All members of the committee should complete safeguarding and child protection training appropriate to equip them with the knowledge to challenge and assure themselves that appropriate safeguarding policies and procedures are in place within the setting.

### **Volunteers**

Under no circumstances should a volunteer, on whom no checks have been obtained be left unsupervised or allowed to work in a regulated activity. Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults, the nature of voluntary roles varies. The setting will undertake a written risk assessment and apply professional judgement and experience when deciding what checks, if any, are required.

The risk assessment will consider:

- the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision
- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
- whether the role is eligible for a DBS check and, if so, what level is appropriate.

Details of the risk assessment will be recorded.

The setting will seek an enhanced DBS check (with children's barred list information) for all volunteers who are new to working in regulated activity with children, i.e., where they are unsupervised or look after children regularly, or provide personal care on a one-off basis in our setting.

## **10. Recruitment Monitoring**

The setting is required to monitor its recruitment processes and provide information on the ethnic origin of applicants to fulfill its duty under the Equality Act 2010.

All applicants for are required to complete a recruitment monitoring form as part of their application form. This form will be detached and stored separately and is not seen by any member of the selection panel.

Examples of the type of information we gain from the monitoring process include:

- numbers of applicants for posts
- gender breakdown of applicants
- age breakdown of applicants
- ethnicity of applicants
- disability status of applicants
- where adverts are seen

After an appointment has been made, the Appointing Officer is responsible for the completion of this information and should be retained within the setting for a minimum period of 6 months, post the appointment of the successful applicant.