

# Putnoe Woods

## Safer Recruitment Policy and Procedures

### Introduction

It is a disturbing thought that the children whom we care for may be put at risk of harm, neglect or abuse in any form of manner by any persons including the individuals that the pre-school may employ. We must also take into consideration the risks that employees, students, volunteers, parents and visitors may face whilst in relationship with our employees.

The majority of people whom work with children and within the pre-school environment, whether in a paid or voluntary capacity, have the best interest, safety and welfare of the children at heart.

*'Safeguarding children - the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility.*

*Everyone who comes into contact with children and families have a role to play*

*Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:*

- *protecting children from maltreatment*
- *preventing impairment of children's health or development*
- *ensuring that children grow up in circumstances consistent with the provision of safe and effective care*
- *taking action to enable all children to have the best outcomes*

### *Working Together To Safeguard Children - March 2013*

It is saddening that some people seek access to children in order to abuse them and this can include all aspects of abuse. In addition it is disturbing that the same behaviour traits and action may be also directed towards other employees, students, volunteers, parents and visitors.

As an employer it is our duty that there are strict and clear guidelines with regards to safer recruitment and our staff code of conduct and that all employees, students and volunteers are clear with the expectations that are required from them.

As professionals we must be clear and ensure a concrete understanding of Putnoe Woods Pre-school Safeguarding Policies and Procedures and the expectations of one another.

## **'The Welfare of the Child Is Paramount'**

### **Our Duty**

It is the duty of the preschool to ensure that we use an effective recruitment procedure that is inclusive and fair, to ensure we employ the best person for the job.

Putnoe Woods Safer Recruitment Guidance is a comprehensive working document that refers to good practice in safe recruitment for all appointments, whether paid or unpaid, including employees, volunteers, trustees who have:

- direct access to children and young people
- managerial or supervisory responsibilities for staff who have access to children and young people
- positions that enable them to access sensitive or personal information about children or young people and their families
- responsibility for influencing services to children and young people

This document also applies to employment or supply agencies that provide staff to work with children and young people.

*'3.9. Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable*

*3.11. Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). Providers must not allow people whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for*

*3.12. Providers other than child minders must record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal record disclosure reference number, the date a disclosure was obtained and details of who obtained it).*

*3.13. Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups act 2006, which includes a duty to make a referral to the Disclosure and Barring service where a member of staff is dismissed (or would have been, had the person not left the setting first) because that have harmed a child or put a child at risk of harm'*

### ***Statutory Framework for the Early Years Foundation Stage 2014***

In addition to the Statutory Framework for the Early Years Foundation Stage there is a wealth of legislation and guidance concerning safeguarding children and promoting the welfare of children.

As Early Years providers we must also have a duty under section 40 of the Childcare Act 2006.

### ***Section 40 Duty to implement Early Years Foundation Stage***

(2) An early years provider to whom this section applies -

- (a) must secure that the early years provision meets the learning and development requirements, and
- (b) must comply with the welfare requirements

### ***Childcare Act 2006***

The Children's Act 2004 sets out those agencies with a duty to safeguard and promote the welfare of children

***Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children'***

Section 11 and 13 of the Children's Act 2004 and Section 17 of the Children's Act 1989 also places a duty on local authorities and district councils that

provide children's and other types of services to establish and participate in Local Safeguarding Children Boards. These will form the key guidance for the arrangements and agreements as to how each Local Authority and their services will cooperate to safeguard and promote the welfare of the children and ensure practice is effective.

Following the Bichard Inquiry 2004, the Safeguarding Vulnerable Groups Act 2006 was introduced. The Bichard inquiry recommended that everyone working in regulated activity with children is checked and registered. In 2011 the CRB (Criminal Records Bureau) and ISA (Independent Safeguarding Authority) merged into one body to create the Disclosure and Barring Service (DBS).

**'Providers must take all necessary steps to keep children safe and well. The requirements in this section explain what early years providers must do to: safeguard children; ensure the suitability of adults who have contact with children; promote good health; manage behaviour; and maintain records, policies and procedures'**

#### ***Statutory Framework for the Early Years Foundation stage 2014***

**'There is an effective protection policy in place together with staff behaviour policy (code of conduct). Both should be provided to all staff including temporary and volunteers on induction'**

#### ***Keeping Children safe in Education 2014***

It is our duty as an employer and as professionals that early intervention is crucial as we meet the needs of children as early as possible which can be critical to their future and that every day matters.

**'In 2009 Plymouth there was a child abuse and paedophile ring involving at least five adults from different parts of England. The case centred on photographs taken of up to 64 children by Vanessa George, a nursery worker on Plymouth'**

The case prompted Plymouth Council to launch a serious case review, the report of which was published on 4 November 2010. It concluded that while ultimate responsibility for the abuse rested with George and that no "professional could have reasonably predicted that George might be a risk to children", there were several failings in nursery's management, recruitment, staff reporting and other arrangements,

## *Wikipedia*

The above is just one example that highlights the extreme importance for Putnoe Woods Preschool to ensure that a safe, secure and concrete Safer Recruitment Guidance document is in place and implemented as is a Safeguarding Children policy and procedure. It is also the foremost duty of all Early Years Educators within the preschool to ensure:

## **Putnoe Woods Policy Statement**

**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

## Putnoe Woods Recruitment Procedure

1.1 To ensure a more robust and safer recruitment process and a safer culture in which children can be cared for by suitable persons and in which unsuitable persons are prevented from gaining employment Putnoe Woods will follow the following 3 key stages. These 3 key stages is to ultimately:

**DETER** - from the beginning of the recruitment process it is essential to send the right message and promote messages to deter unsuitable applicants at every stage of the recruitment process, by providing clear messages about Putnoe Woods vigilance with regard to Safeguarding responsibilities

**REJECT** - seek to reject unsuitable applications by adopting a robust approach to selecting the right applicants to interview, including employment checks, follow up references, appropriate selection techniques and a well prepared selection panel

**PREVENT** - prevent unsuitable people from gaining employment at Putnoe Woods by undertaking the right combination of pre-employment checks, a rigorous code of conduct for staff, strong protection for whistle-blowers and an open yet vigilant staff atmosphere. Unfortunately even with the most robust safer recruitment policy in place it does not guarantee that inappropriate appointments will be made.

1.2 By having an effective recruitment procedure in place we can ensure that the persons we employ, or take on in a voluntary role, have the necessary qualifications, sufficient experience, the appropriate temperament and adequate aptitude to successfully perform the required role within the preschool. The intention of this policy is to ensure that all stages contain measures to deter, identify, prevent and reject unsuitable applicants from gaining access within the pre-school environment.

### 1.3 We will

1. Ensure that Putnoe Woods commitment to Safeguarding is clear and concise on all documentation
2. Ensure that all relevant documentation makes reference to the responsibilities of Safeguarding and promoting children's welfare
3. Ensure that we carefully consider what we require from the position to be advertised and advertise accordingly
4. Ensure Job Descriptions and Person Specifications are kept up to date, are clear and concise
5. Shortlist applicants according to the desired essential criteria and suitability to the role
6. Ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
7. Ensure that all job applicants are considered equally and consistently
8. To ensure that no job applicant is treated unfairly on any grounds including race, nationality, ethnic origin, religion or religious beliefs, sex or sexual orientation, marital or civil partner status, disability or age
9. Ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Safeguarding children and Safer Recruitment in Education (Guidance), Keeping Children Safe in Education and any guidance or code of practice published by the Disclosure and Barring Service (DBS), Ofsted
10. Ensure that Putnoe Woods Preschool meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks
11. Ensure that all qualifications are approved and regulated and that applicants are regularly assessed throughout the training period by a qualified assessor
12. To ensure the best person is employed for the position advertised that essential and informed decisions are made at each stage of the recruitment process in relation to the suitability of the applicant
13. All applications will be scrutinised by the interview committee to ensure that they are fully and accurately completed, that the content of information provided is consistent and does not contain discrepancies and to identify gaps in employment history or any other issues that may be cause for concern such as frequency of changes in employment, moves from higher paid roles
14. Applicants will be required to bring photographic identification with them to their interview i.e. passport, driving licence, along with proof of their address i.e. utility bill or bank statement and only real certificates will be accepted, no photocopies

15. Ensure all staff attend Safeguarding training on an annual basis
16. Ensure Putnoe Woods Manager attends **LSCB "Working Together" module 1 & 2 training**
17. Ensure ALL staff are aware of statutory guidance, in particular the DFE documents:
  - 17.1. *Keeping Children Safe in Education'* - all staff will be required to read at least 'Part One - Safeguarding Information for All Staff'
  - 17.2. *'Working Together to Safeguard Children'* - which should be read and followed by all staff.
18. Ensure all new applicants and employees read and adhere to Putnoe Woods Staff Code of Conduct

## Planning and Advertising

2.1 Planning is a vital process to successful recruitment and Putnoe Woods will carefully consider what we wish from the post to be advertised and the new employee, to be clear about the qualities, qualifications and experience the successful applicant will be required to demonstrate.

2.2 We will take into consideration whether we are replacing an existing employee or creating a new role, how the role will complement the existing staff team and how it will fit in with the future plans of Putnoe woods.

2.3 The interview committee will consist of Putnoe Woods Preschool Manager, Business and Finance Manager and/or Deputy Manager/Team Leader. All will hold current Safeguarding qualifications.

2.4 In the event of the future employment of a new Preschool Manager the Chair of the Board of Trustees and a member of the board of trustees will be invited to assist the Business and Finance Manager conduct the interview. Of these persons the Business and Finance Officer will hold current Safeguarding children qualifications.

2.5 In the event of the employment of a new Deputy Manager, the Pre School Manager and Business and Finance manager will invite the Chair of the Board of Trustees or another member of the Board to assist with the interview. Of these persons the Pre School Manager and Business and finance Manager will hold current Safeguarding qualifications.

2.6 Preplanning within the interview committee is essential and each will be assigned responsibilities and sufficient time will be set aside for each process as not to overlook any Safeguards, this will involve:

- Scrutinising received application forms
- Shortlisting
- Obtaining references prior to the interview
- Arranging forms of correspondence to the applicant
- Interview dates
- Obtaining DBS prior to formal offer of employment

2.7 All vacancies that are advertised will clearly include Putnoe Woods Statement on their commitment to Safeguarding and as applicants will be required to working in Regulated Activity, reference will be made to the fact ALL applicants will be requires to complete an Enhanced DBS Disclosure and bring evidence of identity, Right to Work in the UK and qualification certificates.

2.8 During this stage of the recruitment process, the time and effort spent should help minimise the risk of making unsuitable appointments and deterring those who may present a risk to children and young people.

2.9 The job advertisement will include the following information:

- an outline of what the job involves
- what the organisation does
- essential elements of the person specification
- some indication of desirable attributes
- the job location

- the salary or hourly rate for the role - a range is acceptable if needed
- working hours
- contract length - where appropriate
- how to apply - you may want the applicant to email or phone for an application form
- a reference to the setting's safeguarding policy and the requirement of applicant to undergo a DBS check and thorough suitability screening
- any staff benefits
- application closing date

2.10 It is the responsibility of the Pre School Manager and Finance and Business Manager to create and finalise any advertisements for positions to be advertised.

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2.12 Advertisements will be predominately made through Beds Borough Early Years and Childcare Services.

## Applications

3.1 All applicants will be required to complete an application form which determine their suitability for the role advertised and question academic, employment history and self disclosure.

3.2 In restricted circumstances due the applicant's health, the application form will question if the applicant needs reasonable adjustment for the interview process.

3.3 Applications forms that are returned incomplete will not be accepted by Putnoe Woods Pre School nor will they be accepted if they are submitted after the deadline in which all applications should have been received.

3.4 Under no circumstances will Curriculum Vitae be accepted as a job application.

3.5 All applicants will receive the following documentation when applying for the position advertised:

- Application form
- Job description
- Job specification
- Equal opportunities monitoring form

## 4 Scrutinising and Shortlisting Applications

4.1 At least two members of the interview committee will be involved in short listing applications for the position advertised. This will ensure that no information is overlooked such as gaps in employment history, applications are completed accordingly, information is consistent and there are no discrepancies.

4.2 All applications will be assessed equally against the person specification.

4.3 Working through each of the applications provided, independently, the members of the Interview Committee will use Putnoe Woods Shortlisting Application Matrix and regard whether the applicant meets the essential criteria and score them. They will then reunite to discuss the scores and eliminate those who do not meet the essential criteria. Those who do meet the criteria will be invited to attend a formal interview.

4.4 Within this policy if during the shortlisting stage there are no suitable applicants, Putnoe Woods WILL not employ an unsuitable person just because there is a position available, but will advertise the position again.

4.5 The successful applicants will then be invited to attend a formal interview via preferably telephone conversation or written correspondence confirming a date and time, in which acknowledgment of attendance will be required.

4.6 Applicants will also be informed of the decision of the Interview Committee.

4.7 Both forms of correspondence will also reiterate the relevant documentation to bring to the interview:

- current driving licence or passport or full birth certificate
- two utility bills or statements (from different sources) showing their name and home address

- documentation confirming their national insurance number (P45, P60 or national insurance card)
- documents confirming any educational and professional qualifications referred to in their application form (ORIGINAL copies)
- Evidence of the Right to work in the UK
- Any other relevant documentation that supports the job application

## Interview

5.1 All interviews will be face to face allowing the Interview Committee to explore the applicant's suitability and attitude toward working with children and as part of a team.

5.2 Putnoe Woods will endeavour to receive references prior to the applicant's interview.

5.3 During the interview, a member of the Interview Committee will show the applicant around Putnoe Woods and gauge their body language and interactions and engagement.

5.4 The applicant will then be interviewed. The Interview Committee will use a set of pre-set questions with model answers and score the applicants answers.

5.5 These questions are open ended which provoke detailed answers and scenario based questions which provoke thought and consideration, with intent to avoid and give opportunity for text book answers and unsuitable applicants being offered employment.

5.6 The interview process will allow the Interview Committee to probe questions regarding the application and applicant, question qualifications, competencies, their motivation to work with children, emotional maturity, values and ethics and their knowledge of Safeguarding. They will also be able to assess how the applicant will fit into the team.

5.7 All applicants will be asked the same questions and will be given the opportunity to ask questions at the end of the interview.

5.8 The applicant will also be asked to complete a Self Disclosure Form which may be handed back in a secure envelope.

5.9 The Interview Committee will reunite once interviews are complete to discuss their scorings and the applicant's suitability, continuing to take into account job descriptions and personal specification and essential criteria.

### Self-disclosure: The Rehabilitation of Offenders Act

6.1 Putnoe Woods deem it essential and good practice for applicants to complete a self-disclosure section on their job application.

6.2 This approach helps to deter unsuitable people from applying, and encourages openness and honesty with the applicant from the beginning of potential employment.

6.3 By completing the Self Disclosure applicants are able to inform Putnoe Woods employer about anything which will come up on a DBS check, promoting the early opportunity for discussion about the nature and severity of the crime.

6.4 Applicants will be advised that due to the nature of their duties and employment and 'Regulated Activity' they will be required to disclose any details of criminal offences and records on an annual basis.

6.5 The position in which they have been employed, working with children is exempt from the Rehabilitation of Offenders Act.

6.6 A previous criminal conviction does not necessarily exclude an applicant from being suitable to work with children. However, 'spent' over a period of time. 'Spent' means that the individual no longer needs to declare the conviction on employment forms and certain other documents. There are no spent convictions for gaining work in the childcare sector for paid or volunteer staff (refer to SR 7).

6.7 If a disclosure is made only those on the Interview Committee will form part of the discussions and will handle the disclosure in a sensitive manner.

6.8 When considering information disclosed or from a DBS check the Interview Committee will consider the following as to ensure the applicant is not being treated unfairly, disadvantaged or discriminated against:

- the nature and severity of the offence/s
- the date/s when it took place

- whether it is relevant to the type of work which could be offered
- if the offence/s took place in the UK or overseas (if the latter, is it a criminal offence here?)
- whether the offence has now been de-criminalised
- whether there is a pattern of offending
- whether there is any evidence of remorse or recognition of wrong-doing?

6.9 The completion of self disclosure does not remove the need to get an Enhanced DBS if the applicant is offered the post.

6.10 It is with regret that research has shown that some abusers can disclose a minor criminal offence (for example, shoplifting) to establish themselves as an open and honest person and subtly suggesting that the formality of an Enhanced DBS check is unnecessary.

6.11 The information on the Enhance DBS check and self disclosure will be compared and no start date will be confirmed, should the applicant be conditionally offered the position.

6.12 Interview Committee are aware that it is unlawful to employ someone in a role working with children if a person living at the same address as the worker is barred from working with children. The connection between the worker and the partner, spouse, family member or friend greatly increases the chance that children may be placed at risk.

### Conditional Offer of Employment and Pre Employment Checks

7.1 If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating Putnoe Woods Preschool's standard terms and conditions of employment
- verification of the applicant's identity (where that has not previously been verified)
- the receipt of two references (one of which must be from the applicants most recent employer)
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List administered by the DBS

- verification of the applicants medical fitness for the role
- verification of the applicants right to work in the UK
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK
- verification of professional qualifications which Putnoe Woods deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not previously verified)

7.2 A member of the Interview Committee will conditionally offer the position to the successful applicant verbally until pre-employment checks have been made and the applicant is a suitable person. This is very important, as a verbal offer can be retracted if further pre-employment checks raise issues which cause concern.

## Identity

8.1 All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications

- current driving licence or passport or full birth certificate
- two utility bills or statements (from different sources) showing their name and home address
- documentation confirming their national insurance number (P45, P60 or national insurance card)
- documents confirming any educational and professional qualifications referred to in their application form

8.2 Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption) he/she will be required to provide documentary evidence of the change.

8.3 All forms of identity will be signed and dated to confirm that the original copies have been seen and Confirmation of Identity Checks form SR11 completed.

8.4 Guidance on appropriate identity documents can be found on form SR10.

## Health Declaration

9.1 If the applicant has been conditionally offered a position at Putnoe Woods they will be required to complete a Health Declaration (Form SR12), declaring their medical fitness for the position involved.

9.2 Should there be any doubts about the applicant's medical fitness their information will be reviewed and reasonable adjustments will be considered in consultation with the applicant.

9.3 Putnoe Woods will also seek advice from Peninsula Business Services.

9.4 At all times, Putnoe Woods will remain aware of its responsibilities in terms of The Equality Act 2010 and the requirement to make 'reasonable adjustments'.

## References

10.1 Putnoe Woods will offer employment to the successful applicant subject to a minimum of 2 references, one of which must be from their current or most recent employer.

10.2 If the applicant has worked with children previously, even voluntarily, at least one reference should be obtained from the childcare employer, even if that employer is not the applicant's current or most recent employer. Putnoe Woods conclude it is good practice to seek references which can account for the last five years, on any applicant that the Interview Committee believe are suitable to work with children or young persons.

10.3 Should the applicant be returning to work then character references must be sought from persons known within a professional capacity.

10.4 Putnoe Woods will not accept reference from family or friends and only DIRECT from the referee.

10.5 Referees will be asked if the applicant is suitable for the job in which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. They will also receive a copy of the job description and person specification.

10.6 Referees will be required to confirm:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children
- whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young people

10.7 The Interview Committee will compare the references received to the information on the application form and should any discrepancies or inconsistencies be observed will address these with the referee and the applicant before the appointment for the position is confirmed.

10.8 The reference form will also question whether the referee or organisation has any reason that would deter them from re employing the applicant. Should this be the case, a member of the interview Committee will contact the referee to discuss the matter further.

10.9 Should any matters arise that need further investigation the conditional offer of employment may be extended. Putnoe Woods will seek further advice from Peninsula Employment Services.

### DBS and Enhanced Disclosure

11.1 The DBS process forms part of a thorough approach to referencing and checking all new staff members. The Enhanced DBS check is the highest level of criminal record check and is available for those working in Regulated Activity with children or vulnerable adults.

11.2 Putnoe Woods conduct their DBS checks via the Ofsted DBS Application portal provided by Security Watchdog, part of Capita plc.

11.3 Woods will not allow a new applicant to commence their employment until their DBS check has been returned and is satisfactory hence this avoids being placed in a situation where the new applicant has begun work, and the outcome of the DBS check comes back raising questions over their suitability.

11.4 The DBS Disclosure Certificate will be issued to the applicant and, as required by Putnoe Woods, it is their duty to bring the original certificate to be seen within 1 week of receipt.

11.5 The Pre School Manager or member of the Interview Committee will view the Enhanced Disclosure Certificate and ensure it is satisfactory before recording the disclosure number and placing it in the personnel file of the applicant and the pre-school DBS recording file.

## Offer of Employment

12.1 Once all pre-employment checks are satisfactory then the applicant will be issued with a start date, a conditional offer letter of employment and a copy of their Statement of Main Terms of Employment as confirmation of employment.

12.2 Putnoe Woods will ensure that the successful applicant is given the relevant information and documentation to complete on commencement of their employment including:

- Statement of Main Terms and Conditions of Employment
- Details of Pension arrangements
- Payroll Information
- Personnel documentation that includes emergency contact numbers

12.3 All new applicants are subject to an initial probationary period of 3 months and will be made aware of this prior to commencement of employment. This will also be stipulated in their Statement of Main Terms of Employment.

12.4 During this time the Team Leader will support the Pre School Manager in assessing and monitoring the performance of the successful applicant. Their performance will then be reviewed on a monthly basis to assess their performance. The review process will determine whether the applicant's performance is to the required standards.

12.5 If the applicant's performance is not to the required standards the concerns raised will be discussed with the applicant and decisions will be made as to whether under performance is due to training needs and/or further guidance. The applicant will also be given targets and timescales in which to improve.

12.6 Two members of staff whom are employed by Putnoe Woods have the responsibility to mentor and support new applicants:

Mandi Cowley

Mary Haggerwood

12.7 Should there be no further improvements and the applicant has not improved to a satisfactory standard, the applicant should be reminded that employment may be terminated if the required improvement is not seen.

12.8 At the end of the probationary period there are 3 options to be considered:

Option 1 If the applicant's performance is satisfactory, then employment can be confirmed

Option 2 If the applicant's performance remains unsatisfactory and there are no signs of improvement, even in the event that the applicant was given more time to improve, then steps will be taken to terminate the employment

Option 3 If the applicant still has not met the required targets, but has made some improvements and we believe that with more time and guidance they will meet the required standards, we may consider extending their probationary period

12.9 If there is an extension on the applicants probationary then this will be confirmed in writing and the same process of review will be followed.

12.10 If the decision is to terminate the applicants employment Peninsula Employment Services will be contacted as to ensure the correct procedures are adhered to and followed.

12.11 If the applicant has successfully completed their probationary period they will then receive 2 formal offers letter of employment, of which they will be required to sign a copy and return it to Putnoe Woods. This will then be filed in their personnel file.

### Managing, Retention and Security of Disclosure Information

13.1 Putnoe Woods will ensure that all confidential staff records are managed appropriately to ensure an organised approach that ensures consistency and accuracy of data.

13.2 Putnoe Woods will ensure good practice and will set up a confidential staff files for each staff member, including (where available):

- the original application form
- personal contact details, and details of who to contact in an emergency
- copies of recent photograph ID
- photocopies of certificates for qualifications and short courses and DfE verification where appropriate
- references, including details of when and how they were obtained
- Health Declaration
- Self Disclosure form
- details of their DBS disclosure number and date of issue: note that you are not permitted to keep or photocopy another person's DBS disclosure
- supervision and appraisal forms
- personal training and development plans
- other information which shows a comprehensive record of each staff member's employment
- Enhance disclosure details will also be recorded in Putnoe Woods DBS file
- All files in the locked storage will only be accessible by the Management Team and Business and Finance Officer

13.3 Should individuals wish to view their Personnel File then they required to ask a member of the Management Team whom will retrieve it for them.

13.4 All files will be kept in the office at Putnoe Woods in a safe and secure, lockable storage facility.

13.5 Unsuccessful applicant's documentation will be destroyed after 1 year.

13.6 All applicants documentation will be kept of file for a minimum of 7 years after they have left employment.

13.7 In instances where the applicant has been the subject of an allegation all records will be maintained at least until the applicant has reached retirement age or a period of 20 years, if that is longer.

*'DfE statutory guidance 'Keeping Children Safe in Education' in Part 4 on dealing with 'Allegations of Abuse made against Teachers and Other Staff' states that:*

*"details of allegations that are found to have been malicious should be removed from personnel records. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, how the allegation was followed up and resolved and a note of any action taken and decisions reached, is*

*kept on the confidential personnel file of the accused, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time." The guidance also requires that "the record should be retained at least until the accused has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer".*

*Note also that the DfE guidance referred to above states in relation to references "Cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious should also not be included in any reference".*

## Induction

14.1 Putnoe Woods implements a comprehensive Induction programme for all new applicants within their probationary period.

14.2 Putnoe Woods view the induction process as essential to familiarise a new applicant with their role and the setting. It is also an essential opportunity to give them the information they need to start settling in to the team so that they can begin to work effectively.

14.3 The induction programme will include information with regard to the standards and boundaries in respect to safeguarding children and promoting the health, safety and welfare of the children who attend.

14.4 All staff will receive Safeguarding Children training every 2 years.

14.5 Applicants will be made aware of the importance of adhering to Putnoe Woods policies and procedures and care will be taken to ensure that all new applicants are clear about their responsibilities and following them at all times.

14.6 See Putnoe Woods Induction Policy and Procedures.

## Maintaining a Safer Culture and Ongoing Vigilance

15.1 Putnoe Woods will never make the assumption that a safer recruitment and selection process and robust induction arrangements are enough to ensure that the children within our care are safe and that there is no risk to them within the educational environment. Creation of a safe culture, with on-going vigilance is essential.

15.2 Putnoe Woods will continue to strive to create and maintain a safer culture by:

- Having in place, and putting into practice, clear policies and procedures and ensuring that all employees and workers are aware of and understand them
- Setting acceptable standards of behaviour
- Having in place clear procedures for reporting concerns, ensuring that all employees and workers know what the procedures are and their responsibility for following them
- Taking concerns seriously and providing support to individuals raising them
- Taking appropriate action in relation to concerns raised
- Having in place robust and appropriate induction arrangements
- Ensuring that all employees and workers undertake safeguarding and other relevant training on a regular basis
- Keeping the commitment to safeguarding and child protection on the agenda through regular discussion and/or reminders at staff meetings, training sessions etc.
- Learning from experience
- Never assuming that enough has been done to ensure a safe culture

## Volunteers and Work Placement Students

16.1 Putnoe Woods welcomes volunteers and Work Placements students to the preschool

16.2 Volunteers and Work Placement students are no exception to Safer Recruitment procedures. As they are working within Putnoe Woods environment the children within our care will assume that they are safe and trustworthy

16.3 Volunteers will be subject to pre employment checks and required to attend a more informal interview to ensure that they are safe to be in contact with children

## Employment of Persons Under 18 Years of Age

17.1 Putnoe Woods Preschool welcome students who are studying childcare into the preschool environment as to support their studies and provide the opportunity to gain valuable work experience.

17.2 With regard to employment of persons under 18 years of age Putnoe Woods Preschool will deem it company policy and procedure to:

17.3 Not to employ persons under the age of 17 years. Persons who are 17 but not yet 18 are defined as a young person

17.4 Employ Only ONE 17 year old at any one time and it is for the Preschool Manager to determine their competency and responsibility at the time of employment. 17 year olds may be considered competent if they hold a level 2 qualification or have undergone some formal childcare training prior to employment

17.5 Comply with the requirement of the Statutory Framework (England) which states that 'individuals aged 17 and over who are on long term placements MAY be included in the ratios if the provider (Manager) is satisfied they are competent and responsible'

**Putnoe Woods is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment.**

Date of Policy: September 2014	Created By: Jo Skelton	
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Review Date	Reviewer	Amendments

SR1  
Putnoe Woods Safer Recruitment

Flow Chart



- The Pre School Manager and Business and Finance Manager decide the position to be advertised in the best interests of Putnoe Woods

- **The Pre School Manager and Business and Finance Manager create and finalise advertisement for position and advertise locally**



- Application forms are sent to prospective applicants

- **Application packs will include:**

- Application Form

- Job Description

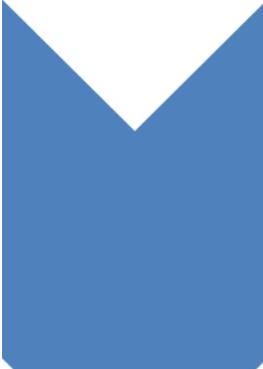
- Personel Specification

- Equal Opportunities Monitoring Form

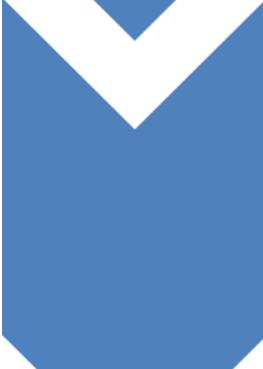


- The Interview Comittee will then scrutinise and shorlist applications according to the Shortlisting Applications Matrix and essentila criteria

- **The Interview Comittee will reunite and discuss the scores and eliminate those who do not fit the criteria**

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- Successful applicants will be contacted preferably by telephone to be invited to attend a formal interview
  - **It is the duty of the applicant to confirm their attendance**
  - Unsuccessful applicants will also be notified
  - **If there are no suitable applicants then the position will be advertised again**

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- Written correspondence will be issued confirming the date and time of the interview and documentation the applicant is required to bring with them
  - **Putnoe Woods will endeavour to obtain references prior to the applicants interview**

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- Interviews are conducted on a face to face basis
  - **A member of the Interview Committee will give the applicant a tour of Putnoe Woods and body language, interaction and engagement will be gauged**
  - The applicant will be required to complete a Self Declaration Form at the interview
  - **The Interview Committee will use pre set questions when interviewing applicants and score their answers**

- The Interview Committee will reunite and discuss scorings and suitability
- If no applicant is considered suitable the position will be re advertised

- If there is a suitable applicant they will be offered the position advertised on a **conditional** basis whilst pre employment checks are carried out
- Pre employment checks will consist of:
  - 2 references (if not yet received)
  - Verification of ID
  - Verification of Right to Work in the UK
  - Any further checks
  - Verification of qualifications

- The applicant will also be required to complete the following:
  - Enhanced Disclosure via Capita
  - Health Declaration

- The suitability of the applicant will be confirmed by the Interview Committee
- Any discrepancies or inconsistencies will be dealt with by the Interview Committee and discussed with the applicant and possibly referees in a sensitive manner
- If the applicant is then considered not suitable a member of the Interview Committee will seek advice from Peninsula Employment Services

- If the applicant is suitable they will be advised the conditional offer of employment is subject to a 3 month probationary period and a start date given
- The Team Leader within the room the applicant is based and Putnoe Woods Manager will observe, assess and monitor performance on a monthly basis
- At the end of the probationary period the Manager and Team Leader will consider the 3 options as stated within the policy

- If it is decided that there is an extension on the applicants probationary then this will be confirmed in writing and the same process of review will be followed.
- If it is decided to terminate the applicants employment Peninsula Employment Services will be contacted as to ensure the correct procedures are adhered to and followed

SR2

Job Advertisement Template

**SR3**  
**Recruitment Time Scale**

<b>Week 1</b>	<b>Organise Interview Committee</b>	<b>Management Team</b>	
	<b>Create Job Advert Place vacancy with appropriate sources Applications sent and completed application received</b>	<b>Manager Business and Finance Manager</b>	<b>Closing Date within 2 weeks</b>
<b>Week 3</b>	<b>Applications reviewed and shortlisted</b>	<b>Interview Committee</b>	<b>Within 1 week of closing date</b>
<b>Week 3 / 4</b>	<b>Shortlisted applicants invited to interview Commencement of pre employment checks</b>	<b>Manager to invite and request references prior to interviews</b>	<b>Within 1 week of shortlisting</b>
<b>Week 5 / 6</b>	<b>Interviews conducted Interview committee make a decision</b>	<b>Interview Committee</b>	<b>1 week</b>
	<b>Suitable candidate appointed Start date agreed</b>	<b>Conditional offer with regard to satisfactory pre - employment checks, DBS requirements and UK permit to work</b>	