**Safe Recruitment Policy**

**This Policy should be read in conjunction with the Safeguarding Children Policy**

Staff are recruited according to the Early Years Statutory Framework:

<https://assets.publishing.service.gov.uk/media/65aa5e42ed27ca001327b2c7/EYFS_statutory_framework_for_group_and_school_based_providers.pdf>

* Posts will be advertised through appropriate media and in a way that ensures we attract high quality applicants from diverse backgrounds. Applications for paid and voluntary positions will only be accepted on our application form. We will follow all legislation regarding Equal Opportunities. Woodmancote Preschool follows Safe Recruitment procedures and have a manager director who has completed safe recruitment training.
* We will provide an application pack for applicants.
* We will incorporate the views and perspectives of children into the recruitment and selection process where appropriate.
* Staff are expected to disclose any convictions, court orders, reprimands, and warnings which may affect their suitability to work with children.
* Decisions on suitability will be made based on evidence of the following
	+ **References – All references will be verified and references will be obtained from all short listed candidates prior to interview. At least two references will be obtained using our pro forma and one must be from the latest employer.** This is so any issues raised can be discussed at the interview.
	+ Full Employment History, including details on gaps in employment
	+ Qualifications
	+ Interview
	+ Identity checks.
	+ Other checks may be made e.g., medical suitability.
* All people working with children or have unsupervised access to them will be required to have an Enhanced Disclosure and Barring Check.
* Anyone, whose suitability has not been checked, including a Disclosure and Barring check, will not be allowed to have unsupervised access to children.
* The number, date of issue of the Enhanced DBS and details of who obtained it will be kept demonstrating to OFSTED they have been done.
* Preschool will record information about staff qualifications, identity checks and vetting processes that have been completed
* All new staff will have a minimum probation period of 3 months, which can be extended.
* Induction training will be given to all new staff members. This will include information on how the setting is run and their role and responsibilities within it. They will be made aware of our policies and procedures – especially Safeguarding. Induction training will include information on emergency evacuation, safeguarding, child protection, and health and safety issues.
* A job description will be issued in line with current legislation.
* One person on the interview panel must be accredited in safer recruitment.