

Policy Statement

Ensuring that we have the best team possible to support our children, families and each other is a priority to us. This means that we have robust policies and procedures in place and enhanced vetting processes to support us with our recruitment in order to build a safe and secure staff team.

We understand that all children have the right to be protected from harm, feel safe and secure and develop positive relationships with those around them. To meet these goals, we use the below procedure to ensure that we have suitable team members working with the children in our nursery.

Procedure

- To protect children, we have robust recruitment procedures in place for carefully selecting and vetting all our Managers and Team Members. Any students **MUST** be approved by the Area Manager, where a similar recruitment process will be followed
- Our Recruitment strategy will be closely followed and can be found in the Team Member Handbook
- Interviews will be held face to face, with two team members, one of which will have received Safer Recruitment training
- New team members are expected to disclose any convictions, cautions, court orders, reprimands, warnings or children's social care involvement that may affect their suitability to work with children (**regardless** of whether this was received before or during their employment with us). We will use the application form, in-person interview and onboarding documents to provide our team members with the opportunity to disclose this information prior to commencing employment
- All adults will be subject to an Enhanced Criminal Disclosure and Barring Service Check, which is undertaken by an external authorised company. This along with all other pre-employment checks, will help us determine a person's suitability to work with children
- We will obtain a minimum of two independent references prior to agreeing a start date, one of which will be from the applicants most recent employer, and/or the most recent childcare employment where appropriate. We will ensure that the references obtained confirm the suitability of the candidate for the role
- Original documentation for suitability and right to work clearances will be seen and signed off by a member of the Management team and counter checked / signed by an Area Manager
- Upon successful onboarding, when the team member starts, they will be required to complete the following as part of their induction:
 - Day 1 Safeguarding Induction with the nursery Designated Safeguarding Lead
 - To pass an E-Learning Module on Safeguarding
 - Read and understand our Safeguarding Policies and Procedures
- In addition to the above steps, all team members will receive immediate training as part of their induction and post-employment suitability, in addition to this regular training and refresher training on Safeguarding and Child Protection will be available as a minimum annually
- All Agency Staff, Students, Extra-curricular leaders and Volunteers will be required to hold an in date Enhanced Criminal Disclosure and Barring Service Check. For those on the update service, we will carry out our own update service check to ensure suitability to work with children. In addition to this they will receive a Safeguarding induction on their first day, before starting any work within the rooms