**Safer Recruitment Policy**

At Kinder Croft nursery we go through a rigorous recruitment procedure aiming to ensure all people

working with children are qualified and suitable to do so. We follow this procedure each and every

time we recruit a new member to join our team, including volunteers.

Advertising

• We use reputable newspapers, websites and the local job centre to advertise for any vacancies

Interview stage

• We shortlist all suitable candidates against a preset specification and ensure all applicants

receive correspondence regardless of whether they are successful in reaching the interview stage

or not

• All shortlisted candidates will receive a job description and a request for identification prior to the

interview

• During the interview the candidate will be marked against a pre-selected list of criteria

• The Board and The Manager will then decide the most suitable person for this position based on

these scores and their knowledge and understanding of the early years framework as well as the

needs of the nursery

• Each candidate will receive communication from the nursery stating whether they have been

successful or not before starting work

• The successful candidate will be offered the position subject to at least two references from

previous employment or in the case of a newly qualified student, their tutor and a personal or

professional reference (e.g. their GP). These references will be taken up BEFORE employment

commences. This will be verbal initially and then followed up with a written reference which will

form part of their personnel file

• All new starters will be subject to an enhanced PVG Disclosure Scotland check whether they

currently hold an enhanced PVG Disclosure check or not. This will be carried out before the

member of staff commences work in the nursery

• All new staff shall be subject to a check of The Scottish Social Service Council (SSSC)

professional register or other relevant professional register. If they are not yet registered with

SSSC then they will be asked to do so.

• All qualifications will be checked and copies taken for their personnel files

• • All new members of staff will undergo an intensive induction period during which time they will

read and discuss the nursery policies and procedures, will receive a staff handbook and will

spend time in each area of the Nursery grounds.

• During their induction period all new staff will receive training on how to safeguard children in

their care

Ongoing support and checks

• Every member of staff is asked to confirm their disclosure status every year. All staff are

responsible for notifying the manager in person should any circumstances arise that may affect

their suitability to work with children. This will include any health concerns or incidents occurring

outside the nursery. Staff will face disciplinary action should they fail to notify the manager in a

reasonable timescale

• All staff are required to be registered with the SSSC or other relevant body (GTC).

• All members of staff will update their health checks on an annual basis to ensure management

have a good knowledge of any changes in their suitability to care for children

• We operate an open door policy should staff wish to discuss issues with the Manager.

• Each member of staff will receive two meetings a year with the manager, a formal appraisal and a

more informal review. This will provide an opportunity for the manager and member of staff to

discuss training needs for the following six months as well as discuss their performance in the

previous six months against objectives set in the annual performance review.

• The staff receives core training in First Aid, Child Protection as well as ongoing self development

courses in key areas.

Verified:

Merlin Planterose

Chair

On behalf of the board of Kinder Croft CIC

On: 19/01/2021

Date of review: 19/01/2022

Policy Title

Date reviewed

Signed