



**In this setting we take fully committed o safeguarding and promoting the welfare of children and young people. We expect staff, students and volunteers to do the same and meet our standards.**

We ensure that all adults working with children in our setting are deemed suitable to work with children by Ofsted. This also influences our decisions when recruiting new members of staff to join our team.

The following procedure is taken when recruiting new staff –

- We will use reputable newspaper, the job centre, colleges and childcare.co.uk to advertise and recruit new members of staff.
- Th advert will always contain the statement written above regarding our commitment to safeguarding.

Recruitment process

- All applicants will be required to send in a completed application form and CV. They will then be contacted through a phone call, letter or email to be told whether they are successful or not.
- The second stage is a face – to – face interview.
- If the candidate meets our requirements they will be presented with the job description and we will contact their references.
- If the candidate is successful they will be offered the job and their contract will be discussed.

At the interview stage we will require candidates to provide us with –

- A form of photographic identity (e.g. passport or driving licence)
- Certificates of their qualifications
- Eligibility to work in the uk
- Their criminal history ( any disclosure that could show on their DBS)
- Information to allow us to contact their references
- Please note that we may enquire about any gaps of employment if any are shown in their application or CV. This will not be held against the candidate for legitimate reasons such as maternity, sickness, and family responsibilities.

When starting employment with Next Steps Daycare

- Once a successful candidate is appointed they will be required to apply for an enhanced DBS check and register with Ofsted.
- New members of staff will not be left alone with any child or provide intimate care such as nappy changes or toileting duties until their DBS is returned and is clear.

- New member of staff will undergo an introduction period of 4 weeks where they will be required to full read all policies and procedures, undergo training on the daily routines, how the setting is operated and practical skills.
- Work ethic and performance will be closely monitored during this period and if it is not satisfactory their employment may be reconsidered.
- Staff will also have a probation period of 3 months from their first day of employment. Within this period either the employer or employee can terminate th contract. At the end of this period a meeting will take place to ensure that both parties are happy and want to continue with this employment.
- All staff are required to attend annual 'on going suitability meeting' to ensure that all staff are still suitable for working with children In this setting. If any circumstances change such as a member of staff commits a criminal offence, they are obligated to report this to the manager of Next Steps Daycare. This also includes notifying the manager about any medical or health concerns that may affect their ability to care for the children and meet their job description. If a member of staff fails to do this, it may be considered as a sackable offence and they could be asked to leave the setting immediately.

If you have any questions regarding this policy please contact the manager of Next Steps Daycare.

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