



## Manor Twiglets Nursery Ltd

### Manor Twiglets Nursery Ltd Safer Recruitment of Staff

At Manor Twiglets Nursery Ltd the safety of the children is paramount. We are vigilant in our recruitment and ensure that all people working with children are suitable to do so. We follow this policy every time we recruit a new member of the team.

#### Legal Requirements

Manor Twiglets Nursery and after school club abide by the legal requirements of the EYFS and the statutory guidance, requiring safer recruitment for suitable persons working within our setting.

*According to the EYFS Statutory Framework 2024 (3.9.) Providers must ensure that people looking after children are suitable; they must have the relevant qualifications, training and have passed any required checks to fulfil their roles. Providers must take appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced. Providers must also ensure that any person who may have regular contact with children (for example, someone living or working on the same premises the early years provision is provided), is suitable.*

We follow the requirements and the guidance provided by the Disclosure Barring Service (DBS) to ensure that checks are carried out on all staff before they start working with the children.

Management are responsible and ensure that any changes to information about the suitability of those working with children are passed onto the DBS to update their records.

*The EYFS states that (3.15). Providers are required to make a referral to the Disclosure and Barring Service if a member of staff is dismissed (or would have been, had they not left the setting first) because they have harmed a child or put a child at risk of harm (19). Section 35 of the Safeguarding Vulnerable Groups Act 2006.*

#### Advertising

All posts are advertised to reach a wider audience. We use local newspapers, website advertising, Manor Twiglets Nursery Ltd Facebook page and Gov.uk Early years careers. We give a brief overview of the position and the requirements, then ask for them to email, to phone or write to us with their interest for the position and for a more detailed description of the post. Applicants are provided with a Job application form which includes information about requiring two independent references, DBS check, and Safer Recruitment Policy.

#### Interviews

- All suitable candidates are informed, whether or not they will be required to come to the nursery for an interview. For those that have been successful in the interviewing, they will be sent a detailed Job description, and are asked to supply the nursery with photo identification at the interview. Identification will be checked at the very beginning of the interview and their eligibility to work in the UK according to the Asylum and Immigration Act 2004.

- An interview panel will be identified and at least 2 of the panel must be involved in the decision making of the nursery. The names of the interview panel will be given to the candidates before their interview.
- The interview questions will comprise of specific questions on safeguarding the children in their care, planning suitable activities according to children's development and learning, their understanding of the legal framework that we abide by within the nursery and after school club provision. The questions asked will be based to ensure that the interviewee has the same values and understanding about the safeguarding and the welfare of the children as Manor Twiglets Nursery Ltd has. Every candidate should be offered the same opportunities to give the best presentation of themselves, to demonstrate their suitability and to ask questions of the interviewer (ACAS Recruitment and induction booklet).
- All candidates that have attended an interview will be required to take part in a supervised session at the nursery (prior to their supervised session they will have the opportunity for a brief tour of the nursery and the environment). They will be asked to plan and implement an activity suitable for a specific age group of children, relating to an area of the Early Years Foundation stage that has been selected by a member of the interview panel. At the end of the activity the candidate will be required for feedback.
- The Manager and Deputy will then select the most suitable candidate based on their interview and their supervised practical session.
- All candidates will receive a letter/email following their interview and practical stating whether or not they have been successful in the post. For those that are not successful they will be offered feedback as to why they were unsuccessful.

### **Before Starting Employment**

- The successful candidate will be offered the position subject to two references from previous employment. Permission will be required if the reference is from a current employer. For those candidates that have just come from college or university then a reference from their tutor and a character personal reference will be collected. The references must be received before the candidate begins work in the setting. The references can be verbally and then followed up by a written reference and this will be placed in their personnel file.
- The position is also subject to a clear DBS check and this process will be applied for before starting at the setting. Until this is back candidates will not be allowed to start the position.
- All details collected on the individual such as the DBS reference number and the date that it was obtained, identity checks, qualifications, references on the individual will be retained for the Personnel file. A copy of the DBS is not required for the personnel file.

- If a DBS comes back and it is not clear but the individual is suitable for working with children, then a decision will be made by the Manager and trustees. Management will take into consideration the seriousness of the offence that is disclosed and the accuracy of the information that was provided on the application form prior to interview, the age of the individual at the time of the offence, the length of time since the offence and the relevance of the offence to working with children.
- If the individual has registered with the DBS system since July 2013 then with the permission of the individual the management will use the update system instead of applying for an enhanced disclosure.
- All new starters will be required to fill in a form and sign stating that they are suitable to work with children, they have no criminal convictions or court orders and that to the best of their knowledge that no-one is living in their house has been disqualified from working with children.
- All new starters will be provided with the Nurseries Safeguarding, Prevent and Behaviour policies prior to their first day, time will be provided on the first day to discuss the three policies.
- All new starters are provided with a buddy/mentor for the Induction period, usually this is for the first three months of employment. This is to introduce to them to the setting and provide them with daily information about how the nursery operates, for example the daily routine, how things are done for each activity, what is required at lunch times and at the end of the day etc. A buddy/mentor will be decided prior to their first day and they will be provided with time on the first day to introduce each other. Regular meetings will be required during their induction period to discuss their progress.
- All new starters during their induction period will be required to read and discuss the nursery policies and procedures with their mentor. On their first day they will also be assigned a log in and password for the Educare and Citation which is online training that the nursery provides and also the East Sussex learning portal. They are required to complete the Safeguarding and Prevent training within the first couple of days of being in the setting, time will be provided for them to do this during the working day.

#### **Ongoing support and Checks** (after the three months induction period)

- All staff are responsible for notifying the management team if there are any changes that may affect their suitability to work with children. An annual declaration Staff Suitability Questionnaire will be required to be completed. This includes any information or incidents outside the nursery or those involving people they live with in their house. If this is not reported to the management immediately, disciplinary action will be required.
- An annual update of the health questionnaire is required from all staff, this is to ensure that the management know about anything that may be required to support individuals within the work place. This can also be discussed in staff supervisions/ review meetings.

- Any significant changes of suitability to work with children or circumstances disclosed will be reviewed by the management team. Appropriate action will be taken to ensure that unsuitable or potentially unsuitable persons are not allowed unsupervised access to children (please see the Safeguarding Policy for further details about procedures for unsuitable staff in the setting).
- Every member of staff will have two meetings a year with the manager, this is to provide an opportunity for the manager and the member of staff to discuss training needs for the next six months and to evaluate and discuss their performance together.
- The Deputy Manager and group leaders (Transitional, and Nursery groups) will be responsible for any support that the individuals may require during the period between these reviews. This can include mentor support for trainee practitioners, one to one training sessions for example writing observations for learning journeys and tapestry, work based observations and feedback and ongoing supervisions.
- Manor Twiglets will provide regular opportunities for all staff to undertake professional development and training to improve and widen their understanding and experiences that they provide for the children. All staff have been provided with usernames and passwords to access the Educare online training with short courses that they can complete for example Prevent Training, Safeguarding Children, Sustained Shared thinking, Characteristics of Effective Learning and many more suitable short courses.

**Legal Framework used to write this policy:**

*EYFS statutory guidance, Suitable people 2024*

*Statutory Framework for the Early Years Foundation Stage 2024*

*ACAS Recruitment and Induction Booklet*

*Safeguarding Vulnerable Groups Act 2006*

This policy was updated on 11<sup>th</sup> March 2025

Date of review: March 2026

Signed on behalf of the Director:

Name of signatory: Ms FJ Bray

