



# Recruitment and Selection Policy

Date reviewed: 01.10.2021

## Policy statement

Our recruitment process has been produced using guidelines set down by Ofsted and the local Safeguarding Children's Board. The process follows guidance for best practice when recruiting and selecting people to work or volunteer within the Pre-school setting, and to deter, reject or identify people who might abuse children, or are otherwise unsuitable to work with them.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. This statement is included on other safeguarding policy documents, all publicity materials and throughout the recruitment process documentation.

Our Recruitment and Selection Policy should be read in conjunction with our Safeguarding Children and Child Protection Policy and Staffing and Employment Policy.

## Procedures

### Job Advertisement

- Includes reference to our safeguarding statement.
- Includes a statement that successful applicants will need to undertake an Enhanced Disclosure via Disclosure and Barring Services.
- Include whether the role is exempt from the 'Rehabilitation of Offenders Act 1974' and all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- Advertisements specify the mix of qualities; qualifications and experience the successful candidate will need to demonstrate.
- All vacancies are advertised internally as well as externally.

### Job Description/Person Specification

- Includes reference to our safeguarding statement.
- Includes a statement that successful applicants will need to undertake an Enhanced Disclosure via Disclosure and Barring Services.
- Include whether the role is exempt from the 'Rehabilitation of Offenders Act 1974' and all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- All job descriptions and person specifications that involve working with children clearly describe the role, responsibilities, accountabilities, knowledge, skills, and experience required for safeguarding and promoting the welfare of children.
- Job Descriptions and Person Specifications refer to the responsibility for safeguarding and promoting the welfare of children and make specific reference to suitability to work with children.
- Person specifications explain how the requirements will be tested and assessed during the selection process.

### Candidate Information Pack

- Candidate Information Packs include:
  - Application form and guidance notes
  - Job Description and Person Specification
  - Information about Hanslope Pre-school Prospectus
  - Safeguarding Children and Child Protection Policy
  - Recruitment and Selection Policy and are encouraged to look at all our policies on our website
  - Terms and Conditions relating to the post

## **Application Form**

- Includes reference to our safeguarding statement.
- External applications are only accepted on an application form.
- Includes a statement that applicants will need to undertake an Enhanced Disclosure via Disclosure and Barring Services check and need to be registered where appropriate.
- Includes a section if the role is exempt from the 'Rehabilitation of Offenders Act 1974' and all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The application form requests information following guidance from Ofsted and the local Safeguarding Children Board.
- The application form includes a signed declaration that the person is not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body.
- The application form includes a statement that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the Police.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- When an applicant applies for a position, they are provided with a copy of our Safeguarding Children and Child Protection Policy and our Recruitment and Selection Policy.
- A copy of the local Safeguarding Children Board Safer Recruitment Guidance and Ofsted's Safeguarding Children and Safer Recruitment document is always held on our Recruitment File for reference and to ensure that we comply with current legislation.

## **Scrutinising and Short Listing**

- Information given on an application form is fully scrutinised to ensure that it has been fully and properly completed and that the information provided is consistent and does not contain any discrepancies.
- Any gaps in employment are highlighted to ensure that this is explored and verified with the applicant at interview and with referees.
- Frequent changes in employment that do not show any clear career or salary progression, or a move from higher paid permanent employment to temporary or supply work is explored and verified with the applicant at interview and with referees.
- All information provided by the applicant is verified with the referees after the short-listing process.

## **References**

- All references are sought and obtained directly from the referee.
- Questions which have not been answered fully or are vague or unspecific, the referee will be contacted and asked to provide written answers or further information as requested.
- Testimonials are not accepted.
- An applicant who is not currently working with children, but has done so in the past, a reference will be sought from that former employer.

## **Interview**

- At least 1 member of the interview panel is knowledgeable and experienced in safeguarding issues and has completed the Safer Recruitment Training.
- A standard set of questions and scenarios form part of the standard selection process and any information required following scrutinisation of the application form is highlighted for further questioning.
- Any conditional offer of employment is made subject to all the relevant pre-employment checks being made before taking up the position.

## **Training**

- Safer Recruitment training is updated every 3 years.

## **Induction Training**

- Induction Training lasts for a period of 6 months (new employee permanent).

## **Staff Records**

A single central record is held of staff employed, including details of right to work, qualifications held, evidence of identity checks, vetting undertaken and Enhanced Disclosure and Barring numbers.

## **Legislation**

Children Act 1989 & 2004

Education Act 2002

Every Child Matters 2003  
Working Together to Safeguard Children 2010  
Safeguarding Vulnerable Groups Act 2006

This policy was reviewed by Hanslope Pre-school on 1<sup>st</sup> October 2021  
Date to be reviewed 1<sup>st</sup> October 2022

Signed on behalf of Hanslope Pre-school

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By DWatson Chairperson on 20/10/21