**Safer Recruitment Policy**

**Baby Bears Day Care need to take all reasonable steps to guard against employing people who might harm children. Safeguarding children must be a priority for every school and incorporating safeguarding measures in the recruitment process is an essential part of that.**

**Aims and Objectives**

**At Baby Bears Day Care, we always ensure that our children come first. For this reason, the safety of our children is paramount. This policy sets out the rigorous recruitment processes for staff and volunteers to ensure that those recruited are appropriately vetted to work with children.**

This policy aims:

• To set out our philosophy of safer recruitment

• To ensure that the recruitment of staff is done equitably and robustly

• To ensure that there is a rigorous process of vetting for appointments

• To ensure that the safety of children is at the heart of all appointments to

the nursery.

**Our Philosophy**

At Baby Bears Day Care we adopt a culture of collective responsibility. Everybody is concerned with the safety and wellbeing of the children in our care. We accept that whistle blowing is part of our responsibility. Anybody could be a potential abuser and therefore if a member of staff has concerns then this must be reported to either the Designated Safeguarding Lead (Hannah Parker) or the Deputy Designated Safeguarding Lead (Chelsea Cunningham).

**The Process of Recruitment**

Baby Bears Day Care follows strict guidance as to the process of recruitment, including the following points:

* Recruitment advertising must contain a safer recruitment statement ‘Baby Bears Day Care is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake or currently hold a DBS enhanced clearance for this authority.’
* The Job Description must be clear
* The Person Specification must include the member of staff’s child protection duties
* Written references must be taken up. Wherever possible, one reference must be from the candidate’s current employer.
* The interview process is conducted by at least two senior staff members, at least one of whom has completed the safer recruitment training.
* Gathering information and carrying out checks on a candidate is followed in every case. The candidate’s suitability to work with children is explored at interview. Appointments will only be confirmed after all checks have been completed satisfactorily.
* All new staff will receive induction and will be subject to a probationary review after 1, 3 and 6 months of employment. This will confirm their suitability for the post and inform future training needs.
* All new members of staff will receive a Safe Recruitment Policy.

**The Process of Volunteers**

Baby Bears Day Care follows a strict guidance to accepting volunteer workers within the nursery. All volunteers are required to complete an application form providing two references with one being from their recent employer and or child related work.

All volunteers must undertake a DBS clearance before working in the nursery. The DBS number and date of the certificate will be added onto the central record. If the volunteer has joined the DBS update service, Baby Bears Day Care will check the certificate online and take down the certificate number, the date of certificate, the date which it was checked and the name of the management team who checked the certificate.

Volunteers will then go through the same process as a paid employee once the DBS and references are back. They will complete ‘New starter forms’, receive all policies and procedures to read through as well as log in details for online safeguarding and prevent training. They will also be asked to attend all training held at the nursery. This will include face to face safeguarding training either in house or out sourced trainers once a year.

**Validation of checks**

To ensure that the process of recruitment is thorough in vetting all staff, the necessary checks must be completed diligently prior to staff commencing work with children. To ensure that this process is systematic, we will ensure that:

These checks will be retained by Baby Bears in a personal file. This will include:

* Candidate’s application form
* Photocopy of proof of identification (picture I.D)
* Two written references
* New staff checklist, forms and any points for action
* DBS disclosure number and date will be kept electronically

A central record sheet will be kept of all staff and volunteers and will be asked to sign a declaration to say they understand this policy

**Monitoring the policy**

To ensure that this policy is effectively implemented and that the recruitment process is rigorously vetting all adults working in school, we will:

• Examine staff turnover and the reasons for leaving

• Conduct the exit questionnaire and the discussions that exist around it

• Provide child protection training for all new recruits