



**Whitley
Pre-School**

Community

Safer Recruitment Policy

This policy should be read in conjunction with the Safeguarding Policy.

Whitley Preschool is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

Whitley Pre-School Committee's aim is to recruit staff who are appropriately qualified, dedicated and suitable to work with children, thus reinforcing our safeguarding policy. We consider all applications without any prejudice regarding gender, race, religion, age or any other factor that is irrelevant to the person specification.

It is our policy to take up references for all employees, and to request enhanced DBS checks for all staff, committee members and regular volunteers, in order to ensure to the best of our ability the safety of the children who attend the setting.

All new staff will be welcomed into the setting and will receive an induction.

Our procedure for recruiting new staff is laid out below along with guidance and sample application forms, person specification, job description, reference request forms and adverts are provided as appendices to this policy.

Procedure

1. A job description should be drawn up, ideally by the last person to hold the role, or if that is not possible then the most recent job description for the role should be checked by the manager and chair and then that should be used.
2. Advertise the post externally (Preschool Facebook account). For small roles, adverts posted at Preschool and school are probably sufficient; for more substantial roles such as manager, adverts should be placed more widely, e.g. through Cheshire West & Chester Council website. The advert should state the job title, hours, necessary qualifications, desirable experience/qualities, how to obtain an application pack and the application deadline, which would ideally be two weeks from the adverts going out. Confirm that a Disclosure and Barring Service (DBS - formerly CRB) check is required.
3. Application forms should be checked for appropriate qualifications and experience, and any that fall short of the mark may be discarded at this stage.
4. Ensure disabled candidates who may need help to complete an application form or flexibility to provide all the required information in an alternative format are supported.
5. Take up references for all applicants, provided permission has been granted to do so by the applicant. Confirmation that any previous employer may be asked for a reference and that referees will be asked about disciplinary offences relating to vulnerable groups and whether the applicant has been the subject of any safeguarding concerns. Forms are attached as appendices for taking up references by phone and by

post. In many ways a phone reference is preferable, as people will often say more in conversation than they would feel comfortable writing down. It is vitally important to obtain at least one reference for all candidates, ideally two, and preferably prior to the interviews. If this is not possible, it should be made clear at the interview that any job offer would be conditional on adequate references being obtained.

6. Short list for interview. If there are 3 or less candidates you should interview them all in order to be certain of the best possible assessment of the prospective employees; a poor application form does not necessarily indicate that someone is unsuited to work in childcare, and likewise an excellent application is no guarantee of an appropriate personality to work at preschool. The selection process for people who will work with children should always include a face-to face interview even if there is only one candidate. For larger numbers of applications it may be possible to narrow them down before interview. Ensure that dates line up and there are no unexplained gaps in employment history. If there are gaps, contact the applicant to explain, or take this up at interview. Also ask for reasons where there are repeated changes of employment without any clear career or salary progression or a mid career move from permanent to temporary work.

7. Interviews should be held in a single block, with at least two interviewers present (normally Chair and manager), although if interviewing for manager or Deputy a panel of three should carry out the interviews. For most roles, allow 30 minutes for each interview, plus 10 minutes in between to make notes. For senior roles, longer will be required. The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children (where applicable). It is advisable to use an interview form with pre-arranged questions, on which notes and scores out of 5 can be written for each question (sample form attached - see appendix). Confirm that the candidate understands the requirement for a DBS check and the kind of information that will be disclosed and ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

8. Following the interviews, and once careful deliberation has taken place and a decision made, all applicants should be contacted as soon as possible to notify them of the outcome, using whatever method of communication they have indicated at interview. It is important to thank people for their time, and may be a good idea to tell promising candidates that they are welcome to apply for any other roles that arise at Preschool. It is recommended to phone the successful candidate last, making them an offer of the job on condition of a "suitable" DBS check outcome. Arrangements can then be made for the successful candidate to attend the setting for an induction and DBS check.

9. The induction will normally be carried out by the Manager. DBS checks for staff are carried out online by the Chair/Committee, and require 3 types of ID including at least one photo ID.

10. On receipt of a suitable decision from the DBS, the job offer can be finalised, and a contract drawn up. It may be advisable to draw up a provisional contract and covering letter lasting for a term initially, then following a review by the committee and manager at the end of that period a permanent contract can be drawn up.

Guidance notes DBS - formerly CRB checks

It is not good practice to accept disclosure certificates produced by the applicant and requested by another organisation as additional information not shown on the applicant's certificate may have been disclosed to this employer by the police. DBS disclosures are a 'snapshot in time' on the day issued and are not updated with any new offences committed after this date. So organizations also need to decide on how long they will regard disclosures as valid and when they will need renewing. If an individual is registered with the DBS Update Service, employers can instead obtain permission from the individual to view their original DBS check and carry out an instant free online check on the Update Service of any new information relating to the individual's record. DBS checks do not include overseas information so applicants from abroad should be asked for a 'certificate of good conduct' from their home country or embassy.

Self-disclosure:

The Rehabilitation of Offenders Act When considering information from a self-disclosure or DBS check certain factors should be carefully weighed up, to ensure that an applicant is not being unfairly treated or disadvantaged because they may have been convicted of an offence in the past.

Consider:

- the nature and severity of the offence/s
- the date/s when it took place
- whether it is relevant to the type of work which could be offered
- whether the offence/s took place in the UK or overseas (if the latter, is it a criminal offence here?)
- Whether the offence has now been de-criminalised
- whether there is a pattern of offending
- whether there is any evidence of remorse or recognition of wrong-doing?

A completed self-disclosure form does not remove the need to get an Enhanced DBS if the applicant is offered the post.

Disqualification statement

It is important to note that it is unlawful to employ someone in a role working with children if a person living at the same address as the worker is barred from working with children. The connection between the worker and the partner, spouse, family member or friend greatly increases the chance that children may be placed at risk.

Volunteers

Whitley preschool is managed by voluntary management committees. Volunteers are valued in our setting. If a volunteer is going to play the same role as a staff member we will apply the same principles of safe recruiting. If an individual is helping out with a one-off event (for example, a day trip), it is unnecessary to engage in a full recruitment procedure. However, all safeguarding precautions related to visitors to a setting are followed and observed. Volunteers are not left unsupervised with children or their records at any time a volunteer recruitment procedure includes

- The volunteer's roles and responsibilities should be clearly stated
- setting's safeguarding policies
- completing a registration and induction
- an Enhanced DBS disclosure.

This Policy was adopted at the meeting of Whitley Community Pre-School

Held on the:

Date to be reviewed:

Signed on behalf of the Management Committee _____

Name of signatory:

Role of signatory:

Interview Questions Proforma -Example of Questions

Whitley Community Preschool
RECRUITMENT & SELECTION - INTERVIEW QUESTIONS

Name:

Position: **Pre-school Deputy Manager (permanent p/t)**

Date:

Interviewers Name:

BACKGROUND

1. *Can you describe to me what you believe the role of Deputy Pre-School Manager entails?*

The curriculum, success and reflection.

2. *Please can you describe a Pre School activity that you felt was successful and why?*

3. *Can you describe a situation, session or activity that didn't go as well as you would have liked. How did you feel about it when you reflected on it? What if anything would you change?*

4. Whitley Community Preschool are due an Ofsted inspection any day. What experience have you had of being inspected/observed in the past. What suggestions would you make to the Pre School Manager to ensure the inspection was a success.

5 Can you explain your understanding of the new EYFS framework? How do you feel this will impact on the way that you and your colleagues would plan and track the progress of the children in your care?

TEAM PLAYER

6. Please can you talk to us about the qualities that you feel you would bring to a team by taking on the role of Pre School Deputy Manager?

7. *What are staffs' responsibilities in protecting children? What would you do if you were concerned about a colleague's behaviour towards children?*

COMMUNICATION

8. *We have a commitment to promote effective relationships with parents - what would you do to support the Pre-School Manager in achieving this?*

9. *The Pre-School is located within a Community Village hall and occasionally this can lead to conflicts over access. What would you do if someone tried to enter the Pre-School without your permission?*

CAREER AMBITION, DEVELOPMENT & EDUCATIONAL KNOWLEDGE

10. *Education is constantly changing - which of the current Government initiatives have had the greatest impact on education and why?*

11. We have spent quite a bit of time discussing your strengths, what areas of your practice do you feel you need to develop?

12. Are there any questions you would like to ask us?

PANEL REVIEW AND COMMENTS POST INTERVIEW



Interview Assessment Checklist

Vacancy

Ref No

Candidate

Assessor

Checklist of Mandatory Questions

1. Ask the candidate to give proof of their identity and entitlement to work in the UK.
(Give details of National Insurance Number opposite and then details of one form of identity below, preferably a current passport - otherwise driving licence or birth certificate. You need to verify the photo against the individual and check for signs of tampering or forgery). **Please attach copies.**
2. Ask the candidate to provide proof of any essential qualifications **and** professional registration required for the post.
(Give full details of original documentation, including Reg. no. and expiry date) **Please attach copies**
3. Punctuality, attendance & flexibility are essential to the position. Are there any issues which would impact on your ability to fulfil the duties of the role?
If 'YES' please give details:
4. After explaining the status of the job and whether a CRB is required, ask the candidate, 'Are you therefore satisfied that you have fully declared all the necessary information regarding any convictions including dates and details?'
If 'NO' please give details

National Insurance Number :

Type of documentation checked

<p>It is important to reiterate: 'If you fail to provide the necessary information, you may be dismissed from employment.'</p>

Passport

Passport No.

Date of Birth

Nationality

Issue Date

Driving Licence

Licence No.

Licence Type

Country of Issue

Valid From

Date of Birth

CONFIDENTIAL

Job Application Form

Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained in Human Resources. This ensures that your application is dealt with objectively. Please complete these pages even if you are submitting a CV.

Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Cheshire West & Chester in accordance with the Act.

Cheshire West and Chester Council is under a duty to protect the public funds it administers. To this end we may use the information we hold for the prevention and detection of fraud, which also includes for the assessment and/or collection of any tax or duty. This will include sharing of information held internally and with external organisations where the law allows.

For internal candidates only

Are you on the Redeployment Recruitment List ? Yes No

Title of job applied for

Title of job applied for:	Ref:
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Personal Details

Mr/Mrs/Miss/Ms/Dr	First Names:	Known as:
Surname:		NI Number:
Previous Surname(s):		
Address:		

Post Code:

Telephone Numbers

Home:	Work:
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Mobile:	E-mail address:
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May we contact you at work? Yes No

How can we contact you? Telephone / E-mail / Mobile

Where did you first see the advertisement for this job? If a newspaper, please state which one.

Reference

S

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or head teacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. Note –Council Recruitment Policy requires references to be provided by current line managers for internal candidates. Please nominate who that is under present/most recent employer.

Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.

Present/most recent employer*

Previous employer/other

Organisation:

Organisation:

Name:

Name:

Role in Organisation:

Occupation:

Address:

Address:

.

Postcode:

Postcode:

Phone No:

Phone No:

E-mail:

E-mail:

Preferred method of communication:

Letter E-mail

Letter E-mail

In what capacity does the referee know you?

In what capacity does the referee know you?

• Employer/former employer

• Colleague/former colleague or manager but the reference is given on a personal basis

• Employer/former employer

• Colleague/former colleague or manager but the reference is given on a personal basis

• Personal

• Personal

If the referee knows you by a different name please state:

* If you have not had previous employment, please provide details of another referee.

A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement. However, if this job is working within Children's Social Care all references will be taken up prior to interview.

Please do not contact my present/most recent employer

CONFIDENTIAL

Job Application Form

CVs will only be accepted in place of pages 3, 4, 5 and 6 if the information requested in these sections is covered. Please write the reference number at the top of your CV. You should not include the equal opportunities information on your CV.

Title of job applied for:	Ref:
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Name:

Current/Most Recent Appointment	
Title of current Job:	Start Date:
Current Employer:	Salary Range:
Employer Address:	Current Salary: £
Permanent or temporary contract:	Notice Required:

Main Responsibilities

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Job related training

Brief details and dates of any training courses attended, excluding further education.

Current memberships of institutions/professional bodies

Please state level of membership, i.e. Graduate, Fellow, and membership number.

Employment History

(Most recent first)		
Name of Employer, type of Business and job title	Dates	Duties and reason for leaving

Relationship to Councillors or employees

If you have any personal relationship to any employee of Cheshire West & Chester, or to a Cheshire Councillor, please give their name and relationship. This does not stop a Councillor or employee giving a reference. (Any approach to Councillors or other employees to influence a selection decision will disqualify you).

If Councillor: Name

Relationship

If Employee: Name

Relationship

Work location

Their present job

Education and training

Maths and English Qualifications

Do you have a qualification in English and/or maths*? Please list your highest full qualification attained:

Subject	Qualification	Grade attained	Date
English			
Maths			

Please give details of schools and colleges attended from age eleven, including part-time education and other courses.

Secondary education (name and town of school)	Dates from / to	Qualifications gained or for which you are studying	Grade attained

Education and training after school (name and town of college/university)			
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*CWaC is committed to supporting literacy and numeracy skills across all its employees.

Other Information

Additional skills e.g. languages sign language, keyboard skills.

Do you have a valid driving licence? Yes No

If yes, please state type of licence

Does your licence have any endorsements or penalty points? Yes No

If yes, please give details

Supporting Information

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

If you require more space please attach a separate sheet.

Activities and interests away from work which may be relevant to the job applied for.

Diversity

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:

Do you describe yourself as? Male Female

Marital Status: Married Civil Partnership Single

Date of Birth: _____ Age: _____

Please indicate your ethnic origin

White:	Mixed:	Asian
White British <input type="checkbox"/>	Mixed White/Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
White Irish <input type="checkbox"/>	Mixed White/Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Any other White <input type="checkbox"/>	Mixed White/Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
	Other Mixed <input type="checkbox"/>	Other Asian <input type="checkbox"/>
Black or Black British:	Other:	
Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	
Black African <input type="checkbox"/>	Gypsy/Traveller <input type="checkbox"/>	
Other Black <input type="checkbox"/>	Other <input type="checkbox"/>	

Nationality (Please State)

How would you define your sexual orientation?

Bisexual Gay Heterosexual Lesbian Prefer not to say

What is your religious belief?

Buddhist Christian Hindu Jewish Muslim Sikh

No religion Other (please specify) _____ Prefer not to say

Disability: The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

Do you consider yourself to have a disability? Yes No

Have you any unspent convictions? If so please give details.

If between the completion of this application form and taking up a job with the Council you are convicted of a criminal offence you must inform the Council of this.

The Rehabilitation of Offenders Act (only complete this section if instructed to do so on the Job Description and Person Specification enclosed with this form)

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must, therefore, disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

Do you have any spent criminal convictions? Yes No

If yes please state:

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.

As part of the recruitment process we will check our records for information we hold about you in relation to your suitability for the post for which you have applied.

Criminal Record Bureau

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Criminal Records Bureau.

Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.

A copy of the Criminal Records Bureau Code of Practice is available on request.
Further information about the Disclosure process can be found at www.disclosure.gov.uk

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

Signed

Date

Cheshire West & Chester has a duty to protect public funds and may use the information you have provided for the prevention and detection of fraud. It may also be shared with other public bodies solely for these purposes.

DBS Log In Information- CONFIDENTIAL

Capita log in

User name: lauracharnley@yahoo.com

Password: Whitley1!

Org Ref: 305431

DOB: 28/4/1982

<https://disclosure.capitarvs.co.uk/crvs/>

Applicants:

Organisation Reference – 305431

Password – children2014

PROCESS FOR DBS CERTIFICATES – COMMITTEE MEMBERS/VOLUNTEERS

Go to this website for the guidance and to link through to start the application:

<http://ofsteddbapplication.co.uk/step-two>

Click on the link to start the online application. You will be taken to the page it shows you where you have to log in as a new application.

The new applicant will need to fill in their information and then submit the ID documents (this might be able to be done electronically now because I think I authorized them electronically recently.)

The log in for the new applicant requires 'OFSTEDA' as username and the password should be blank. For some reason I have to cut and paste this from the guidance website, as if I enter it manually it doesn't like it I get an error message?! That's why I have put the link to the guidance here so people can through that way.

The committee member will be asked to add their ID documents ONLINE OR fill in the ID documents form (<http://www.ofsteddbapplication.co.uk/sw-files/identity-checking-form.pdf>) and e-mail to Capita. Capita will then process the application.

After the committee member has filled in the documents online the Chair/DBS Holder will need to check in to this website to process the application:

<https://disclosure.capitarvs.co.uk/crvs/declaration.do>

The details to add in are:

Capita log in

User name: lauracharnley@yahoo.com

Password: Whitley1!

Org Ref: 305431

28/4/1982