



SYTHWOOD CHILDREN'S CENTRE

SAFER RECRUITMENT POLICY

RATIONALE

At Sythwood we have developed thorough and rigorous systems to ensure that children are safeguarded by the robust and efficient child protection and recruitment systems and procedures.

Sythwood believes that high quality dedicated staff are the key to a successful Centre and Sythwood will ensure that all staff are recruited following correct and thorough vetting procedures.

Sythwood has written this policy to ensure that best practice and procedures are carried out at the Centre. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

All organisations and individuals who work with the children and young people, or are involved in providing for them, have a duty to safeguard and promote their welfare. This is clearly stated in the publication *Working Together to Safeguard Children, 2010*. This will also be underpinned by inspection requirements imposed by regulators such as Ofsted, as a condition of grant funding, or a part of a contract with an organisation to which they provide their services. Whatever the background, making sure that we do everything we can to prevent appointing people who may pose a risk to children is an essential part of safeguarding children.

Sythwood is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

When a vacancy arises at Sythwood we will:

- Follow the Surrey Early Years guide to the recruitment of staff
- Follow the statutory framework for the Early Years Foundation Stage

We are an equal opportunities employer and actively promote a diverse workforce the values people for their differences. Throughout our recruitment process we will encourage applications from those with disabilities.

Prior to advertising any vacancy we will assess whether the job requires restricting. This may include:

- Updating the Job Description
- Updating the Job Specification
- Updating the Employment Contract
- Updating interview questions

We will also agree:

- Date, time and place for interviews
- Who will be on the shortlisting panel
- Who will chair the interview, who will be taking notes
- The assessment and marking system to be used

We will then advertise in a wide area, through personal networks and the Surrey Early Years Vacancy Bulletin and website so that the vacancy will be accessible to everyone. The advert will contain contact details for a named person who can be approached for an informal discussion, address, telephone and email so people can contact us in the way that suits them best. A safeguarding statement will be included in the advert informing applicants that an enhanced CRB and reference checks will be carried out on successful candidates and volunteers.

We will send out Application Packs to anyone who enquires about the vacancy. The pack will include:

- Covering letter, including dates of the interviews
- An Application form
- Job Description
- Job Specification
- Setting Information

Job Description

This should clearly state:

The main duties and responsibilities of the post; and the individual's responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with. As noted in paragraph 3.19, all work in a school or similar setting involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

Person Specification

This should:

- Include the qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people;
- Describe the competences and qualities that the successful candidate should be able to demonstrate;
- Explain how these requirements will be tested and assessed during the selection process. For example: "In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:
 - Motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Emotional resilience in working with challenging behaviours and

- Attitudes to use of authority and maintaining discipline, and
- Explain that if the applicant is shortlisted any relevant issues arising from his or her references will be taken up at interview.

Applications forms in different languages and alternative formats will be accessible. CVs will not be accepted.

Enquirers will be invited into Sythwood for an informal chat and to see how Sythwood is run.

The shortlisting panel will then make a list of suitable candidates. Confirmation letters will then be sent to successful applicants inviting them to attend an interview. The letter will contain when, where and how long the interview will be, who will be on the interview panel and any other methods of assessment. We will provide a map if necessary. We will advise the candidates what documents to bring and if they require any specific arrangements for interview.

The interview panel will consist of a minimum of two staff members. A detailed record for the interview will be kept. Candidates will be told an interview when they can expect a decision. After selection, candidates will be informed as quickly as possible, firstly by telephone and then a follow up letter confirming their appointment. Letters will state the appointment is subject to satisfactory references and CRB checks.

For successful and unsuccessful candidates, interview notes will be kept for a year. Due to data protection, unsuccessful candidates will be asked if they would like their application form, certificate and any other relevant documents returned, if not, these documents will be destroyed. All unsuccessful candidates will be offered feedback on their interviews.

The successful candidate will be asked to supply two written references, their full employment history, qualifications (original certificates) and identity checks. All new employees will undergo Enhanced CRB checks and will not have unsupervised access to the children until this is received.

Sythwood will keep details of the CRB date of issue and disclosure number. If any issues arise from a CRB disclosure, the employee will follow the guidance on the CRB website www.crb.gov

All new staff members/students/volunteers will follow our staff Induction Plan to raise awareness operational issues, policies and procedures. A mentor/buddy will be assigned to each new staff member/student/volunteers to assist with this process.

CRIMINAL RECORDS CHECKING AND DISCLOSURE

Sythwood complies fully with the Criminal Records Bureau (CRB) process in police-checking all staff members, as outlined in our Child Protection Policy. It complies fully with the CRB Code of Practice and Data Protection Act 1988, regarding the correct handling, use, storage, retention and disposal of Disclosure information.

Sythwood Children's Centre is committed to the fair treatment of staff and undertakes to treat all applicants for positions fairly. Applicants are made aware at interview that a Disclosure will be requested in the event of an individual being offered a position at the Centre.

- The Centre uses the organisation Babcock to oversee the processing of Disclosure information and in conjunction with them
- The Centre will only appoint staff using having carefully considered the following evidence:

1. CRB Disclosure
2. References
3. Full Employment History
4. Qualifications
5. Interviews
6. Identity Checks

Disclosure information is kept in lockable, non-portable containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

- In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. It is a criminal offence to pass Disclosure information to anyone who is not entitled to receive it.
- Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
- Once a recruitment decision has been made, Disclosure information is not kept for any longer than is necessary. Information may be held for a period of 6 months, to allow for resolution of disputes or complaints. If it needs to be kept for longer, the CRB will be consulted.
- Once the retention period has elapsed Disclosure information will be destroyed by a secure means, e.g. by shredding.
- Sythwood will not keep any photocopy or other image of a Disclosure, or any copy or representation of the contents of a Disclosure.

The records kept are:

- Date of issue of a Disclosure
- Type of Disclosure requested (Enhanced etc.)
- Position for which the Disclosure was requested
- The unique reference number of the Disclosure
- Details of the recruitment decision taken

Any questions or concerns regarding this policy should be made to the Centre Manager, Kathryn Blackburn 01483 727900.