

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable.

3.3 Preschool Recruitment Policy

EYFS Key themes and commitments.

A unique child.	Positive Relationships.	Enabling Environments	Learning and development.
1.3 Keeping safe.	2.4 Key person.	3.2 Supporting every child.	

Policy statement

Jack and Jill's will always strive to recruit the most professionally able and suitable employees for vacant positions within the Preschool. It is of paramount importance that the recruitment process is vigorous in its ability to protect children from those persons who may harm them. The policy and procedures detailed below are designed to ensure that all candidates are provided with an equal opportunity of gaining employment with the Preschool whilst maintaining the security of the children entrusted to our care.

Procedures

Methods of Recruitment

The Preschool will advertise vacant positions in the following: Local newspapers, professional publications, through professional staffing and recruitment agencies and internally through posters

Responsibility for Recruitment

The Manager is nominated as the Preschool Recruitment Manager and is responsible for the application of the Preschool Recruitment Procedures.

In the event of the Preschool Manager recruitment the committee will be responsible for this.

Preschool Recruitment Procedure

The following procedure will be used for all Preschool recruitments: Following initial contact through advertising, prospective candidates will be provided with the relevant Preschool employment application form.

On or after the final date of application, the Manager will ask the candidate to come into the Preschool formal interview which will be carried out by the Preschool Manager and possible other members of the pre-school committee. This process will ensure that an applicant has met all relevant criteria for the post (e.g. qualifications and experience requirements).

Unsuitable candidates will be contacted to inform them of their unsuccessful application. Applicants meeting the required criteria will be contacted to arrange a suitable time and date for attendance at the Preschool. Candidates invited for this phase will be informed that they will need to provide: Documentary evidence of their qualifications & experience, evidence of identity and Right to Work in the UK.

Two suitable references – one must be a previous employer (if available)

On selection, successful candidates will be provided with a formal offer of employment. The offer will state that it is subject to a successful application of an enhanced Disclosure & Barring Service (DBS) Certificate and the validation of the two references provided.

Within commencement of employment:

- a. Candidates must have submitted their enhanced DBS disclosure to Jack and Jill Pre-School; and
- b. The Manager must have ensured that the two independent references provided by the candidate have been validated

If at the time of intended employment, a DBS disclosure has not been returned and/or it has not been possible to validate two suitable references, the candidate will not be permitted to:

- a. Be in charge of a group of children
- b. Escort children to/from the toilet areas
- c. Change children's nappies

Legal framework

- Equality Act 2010

Other useful Pre-school Learning Alliance publications

- Employee Handbook (2012)
- Recruiting and Managing Employees (2011)

This policy was adopted by	Jack and Jill Pre-School
On	_____
Date to be reviewed	_____
Signed on behalf of the provider	_____
Name of signatory	_____
Role of signatory	_____

**Jack and Jill Pre-School
Recruitment procedure Flow chart**

