

At Tiny Toes we are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so. We follow this procedure each time we recruit a new member of staff.

We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations

Interview stage

- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- The SMT will decide the most appropriate people for the interview panel. There will be at least two people involved.
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These cover specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care
- Candidates will be given a score for their answers including a score for their individual experience and qualifications
- The SMT will then select the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of the nursery

Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be requested before employment commences. This may be verbal initially and then followed up with a written reference which will form part of their personnel file.
- The successful candidate will be asked to provide photograph ID and proof of their qualifications, where applicable. All qualifications will be checked and copies taken for their personnel files.
- All new starters, other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the member of staff commences work in the nursery and they will not have unsupervised access to any child or their records before this check comes back clear.
- The nursery will record and retain details about the individual including staff qualifications, identity checks carried out and the vetting process completed. This will include the disclosure and barring service reference number, the date the disclosure was obtained and details of who obtained it.
- If the individual has registered on the DBS system since 17 July 2013, managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check
- All new members of staff will undergo an induction programme during which time they will read and discuss the nursery policies and procedures.
- All new members of staff will then go on to a probationary period where they will receive training and support as they learn the way in which the nursery operates
- The new member of staff will have regular meetings with the manager during their probation period to discuss their progress.
- At the end of the probation period an assessment of whether expected standards have been met yet; only once new staff member has proven to be competent will their probationary period then finish.

Ongoing support and checks

- All staff are responsible for notifying the SMT if there are any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also be checked through an annual 'staff suitability questionnaire'). This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the SMT immediately
- The SMT will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved.
- The nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.
- The SMT will provide opportunities for staff to discuss issues in supervisions, appraisals and staff meetings as well as by having an open door policy to any staff query at any time.

Where an existing member of staff discloses something that could affect their suitability to work with children, they will be required to supply documentary evidence of the details such as charges, convictions, care orders, court judgments etc. Where there could be a possibility that the individual could be disqualified, the Nursery will refer to Ofsted for guidance on how to proceed.

The Nursery must not employ anybody who is disqualified from working with children. Where a person discloses information that might have led them to being disqualified, the nursery must make sufficient checks to ensure that they have not been barred before they begin employment. As well as an enhanced Disclosure and Barring Service (DBS) check, the Nursery will contact Ofsted for guidance.

NB Where an individual has been involved in an enforced care order or committed crime on the relevant offences list they would automatically be barred from working with children.