

Recruitment Policy

Recruitment

The key features of recruitment and selection comply with Safeguarding Children and Safer Recruitment in Education 2007 (SCSRE) and are as follows:

1.1 Job description

The job description for each post includes reference to safeguarding policy; that is, statement of commitment to safeguard and promoting welfare of children and need for successful applicant to be DBS checked.

- Vishenka Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment.
- Vishenka Nursery is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the nursery's performance and fundamental to the delivery of a high quality service.

1.2 Person specification

The person specification for each post includes specific reference to the suitability of working with children.

- Employees will be recruited on the knowledge, experience and skills needed for the job.

1.3 Information on applicants

Vishenka Nursery obtains and scrutinizes comprehensive information on applicants, takes up references and solves discrepancies or anomalies.

- The application form is used to obtain a common set or core criteria from all applicants such as identity details, full history in chronological order since leaving school, details of two referees, where one is the most recent employer.
- Anyone of any race gender or religion will be considered.
- A trial period of a year will be obligatory to give both sides a chance to make up their mind.

1.4 Character references

The nursery obtains independent professional and character references that answer specific questions to assess an applicant's suitability to work with children and follow up specific concerns. References should be sought for shortlisted candidates and scrutinised prior to interview where possible.

- one reference should be from current or most recent employer
- if not currently working with children but has done so in the past, a reference should be sought from the most recent employer where the role involved working with children
- the referee should be a senior person with relevant authority – in a school, the HT /principal should confirm the reference is accurate
- References should not be provided by the candidate directly and documents which say (to

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whom it may concern) do not constitute the best references.

- The referee should confirm the details and responsibilities of the previous post given by applicant
- Questions ask referees about reason for leaving, details of disciplinary action, allegations or concerns.
- Answers must be specific and any discrepancies taken up with the applicant.
- The referee is also asked if he/she is completely satisfied that the candidate is suitable to work with children and, if not, the specific reasons for the concerns.

1.5 Criminal record and self-disclosure

Shortlisted candidates should be asked to submit a self-disclosure of their criminal history (UK and overseas offences) and any other information that may affect their suitability to work with children. Self-disclosure can play a vital role in the selection process as it gives candidates an opportunity to share relevant information at an early stage, which can then be discussed at interview and/or considered before the DBS certificate comes back.

1.6 Interview

The nursery conducts a face-to-face interview that explores the candidate's suitability to work with children as well as suitability for the post.

- It is good practice to verify facts as far as possible before an interview.
- Involving children in the interview process, such as being in a lesson observed, or showing candidates around, is good practice.
- We will ask in the case of practitioners or class assistants that the candidate will spend time in the class to get to know the staff and the children. They will not be left alone at any time.

1.7 Identity

The nursery verifies the successful candidate's identity on day of interview.

- Proof of identity (which includes name, DOB, address) should be provided including photographic proof.
- If the person is from an agency, then the nursery must check the identity of the person who comes in from the agency.
- A DBS check is not, in itself, an identity check and this is stated on the document.

1.8 Qualifications

The nursery verifies the successful candidate's qualifications where they are required for the post.

1.9 Employment history

The nursery checks previous employment history.

- Gaps in employment must be questioned and explained at the interview and justifications must be kept on file.

1.10 Health

The nursery verifies the candidate's health and physical capacity for the job once an offer of employment has been made.

- The timing of this check complies with [Equalities Act 2010](#).

1.11 Mandatory ISA/DBS checks

The nursery carries out the mandatory L99 / enhanced DBS check that includes checks against the ISA barring lists.

- L99 / ISA checks are part of DBS. For teaching posts a separate prohibition check must be carried out. This check is a requirement for teaching staff in accordance with the "Keeping children safe in education" by the Department for Education guidance.
- Anybody who works with children on a regular basis requires an enhanced DBS to be made. This is to be done before the candidate starts his/her employment.
- In addition, those who do not work directly with children also require a DBS check (e.g. office staff / technicians).
- When someone moves nurseries, a new DBS disclosure is required.
- The nursery will need written confirmation from a supply agency that all the necessary checks have been made and are satisfactory including DBS. If information is disclosed on a DBS the nursery should see it. The nursery is responsible for checking the identity of supply staff.
- Information on a DBS is confidential. It can be passed on if the subject gives permission. It can be legally passed on from agencies to nurseries and LAs. It must be destroyed as soon as it is no longer needed (currently within 6 months). Before this, records need to be kept detailing the date of the disclosure, who obtained it, level of disclosure and the reference number (details are logged on the Single Central Register).
- Proprietors are currently required to provide information to the DfE & ISA where they have ceased to use a person's services, for example dismissed them from work in a role involving regular contact with children, because:
 - ✓ They are considered unsuitable to work with children, or
 - ✓ As a result of misconduct, or
 - ✓ Because of a medical condition that raises a possibility of risk to the safety welfare of children.
- They should also provide information where a person has resigned or retired during an investigation relating to safeguarding or children.

1.12 Mandatory checks – right to work in UK / overseas checks

Checks include the right to work in UK and further checks where the appointee has lived outside the UK (this applies to UK nationals, EU nationals and persons from outside the EU).

- L99/ISA/DBS checks need to be made. Employers must make further checks they consider appropriate for those who have lived outside the UK. These can include certificates of good conduct from embassies and police forces. Where no such information can be obtained employers must make additional background checks.
- Employers must confirm the right of those they employ to work in the UK regarding permits and immigration documents.

1.13 Single Central Register

The nursery maintains a single central register that records all the required checks carried out on staff, proprietors and volunteers to ascertain their suitability to work with children.

- The nursery is committed to following a 'best practice model' that can demonstrate that ALL the checks are made BEFORE the person's employment is confirmed.
- Staff shall not start working until all the required documentation, including DBS and prohibition checks, foreign police checks, right to work and references, have been obtained.

1.14 Appointment and probationary period

Induction includes the following:

- Appropriate level of safeguarding and child protection training
- Name and how to contact the DSL
- Online safety & acceptable use agreement
- Whistleblowing
- Children behaviour policy
- Safe working practice / staff code of conduct
- Health & Safety in the workplace
- Setting emergency evacuation procedures
- Any other relevant CPD

Employment and staffing

(Including vetting, contingency plans, training and development)

POLICY STATEMENT

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff is appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

PROCEDURES

Ratios

To meet this aim we use the following ratios of adult to children:

- aged 2 and below – 1 adult : 4 children
- aged 2 to 5 – 1 adult : 8 children
- aged 5 upwards – 1 adult : 16 children

We use a key person approach to ensure that each child has a named member of staff with whom to form a relationship and who plans with parents for the child's well-being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress where appropriate.

We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

Vetting and staff selection

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.

All members of staff have job descriptions which set out their staff roles and responsibilities.

We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

We use Ofsted and LA guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring Services for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under [the Safeguarding Vulnerable Groups Act 2006](#) for the vetting and barring scheme and subsequent guidance.

We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check. These are kept in a locked and secure place.

Vishenka Nursery has a culture of vigilance and does not rely on criminal records checks or recruitment as the only method of ensuring that people who work with children are safe.

Changes to staff

We inform the Local Authority and Ofsted of any changes in the person responsible for our setting where relevant.

Training and staff development

Our nursery practitioners have NVQ3 in Childcare and Education or their equivalent.

Nursery Assistants are qualified to a minimum of NVQ2 in childcare.

We provide regular in-service training to all staff - whether paid staff or volunteers - through the Local Authority and external agencies.

Our setting budget allocates resources to training.

We provide staff induction training in the first month of employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan.

We support the work of our staff by holding regular supervision meetings and appraisals.

We are committed to recruiting, appointing and employing the best available staff in accordance with all relevant legislation and best practice.

Staff review and development is achieved in four strands:

1. An initial process of staff induction. The induction period combines an individualized program of monitoring and support, overseen by the relevant Deputy Head.
2. A two-year cycle of Staff Review. A "top down" scheme is employed, with practitioners being interviewed, wherever possible, by Nursery Director or a member of the Senior Management Team.
3. An ongoing process of Staff INSET. The school is committed to ensuring that staff remain well informed and up to the date with the latest developments in education. Opportunities to meet with colleagues from other schools and professions are recognized as being extremely valuable.
4. Much staff development is informal. Where possible, staff showing special interest and commitment may be able to take on extra responsibility, which may carry additional rewards.



Managing staff absences and contingency plans for emergencies

Our staff members take their holiday breaks when the nursery is closed. Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the Director with sufficient notice.

Where staff are unwell and take sick leave in accordance with their contract of employment, we organize cover to ensure ratios are maintained.

Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.

Punctuality is monitored to ensure all staff are in place and on ratio. We have contingency plans to cover staff absences, as follows:

- Where supply is required the Director will arrange for it in a good time.

Staff Code of Conduct

Staff are expected to conform to the Staff Code of Conduct for behaviour. Code of Conduct

- Sets out what is good and appropriate behaviour between adults and children
- Is not exhaustive
- Is concerned with key behaviours in relation to children, young people and their families
- Applies to all adults, paid and unpaid
- Includes not to be under the influence of alcohol or drugs at work. Staff will NOT be permitted to work with children and will be suspended.

Staff Appraisal

As part of our commitment to staff development, Vishenka nursery will ensure that all staff will have regular opportunities to talk through aspects of their work performance with the Nursery Director. Staff should participate in regular appraisals, ideally once every three months and at the end of a probationary period.

Confidential appraisal documents and self-evaluation forms will be given to staff to complete prior to the appraisal interview. This will allow time for reflection and will maximise the value and efficiency of the appraisal process.

Reports or additional comments added by the manager will be discussed and agreed upon with the staff member, and both will retain a copy of the appraisal document for future reference.

All records on staff, volunteers and committee members will be kept confidential and only available to those who have a right or professional need to see the information.

Appraisals will take into account the following points:

- Opportunity to discuss work objectives and reflect on achievements.
- Analysis of personal strengths and areas for development.
- Any aspects of employment which could be improved upon.
- Opportunity to discuss and identify any further training needs.
- Opportunity to discuss long-term career development.
- Future development, objectives and/or actions to be agreed upon.

Key Updates to Nursery Recruitment Policy in 2024

Safer Recruitment and Staffing:

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RECRUITMENT POLICY
English Russian Vishenka Nursery
October 2024

1. Stricter background checks.
2. Enhanced DBS (Disclosure and Barring Service) checks are required for all staff and volunteers.
3. Emphasis on ongoing safeguarding training and mental health support for staff working in nurseries.