

# KINGSLAND

P R E - P R E P

## Suitable person (including our Safer Recruitment Procedures)

### Aim

Kingsland Pre-Prep (KPP) is committed to ensuring that all staff, including students and volunteers are suitable to work with or be in regular contact with children. We are vigilant and have systems in place to ensure clear decision about the suitability of prospective staff, as part of the recruitment process. We also have systems in place to regularly monitor continued suitability, as part of regular staff (or volunteer, student) supervision. We follow these procedures each and every time we recruit a new member of staff to join our team.

Kingsland Pre-Prep is committed to providing a safe environment for employees, visitors and children to comply with the Health and Safety at Work etc Act. 1974. KPP will ensure that adults looking after children and those who have unsupervised access to them are suitable to do so.

### **Criminal records check**

Due to the nature of our work, Kingsland Pre-Prep will always apply for an enhanced Disclosure and Barring Service (DBS) check with Barred Lists (now known as an Enhanced Check for Regulated Activity) in respect of all roles at Kingsland Pre Prep which amount to “regulated activity” as defined in the Safeguarding Vulnerable Groups Act 2006.

The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children and any information held by local police that’s considered relevant to the role.

The Head Teacher and Administrator (both have undertaken a Safer Recruitment training), are responsible for ensuring that all staff, volunteers and students have an enhanced check with the Disclosure and Barring Service (DBS), and that the results of such a check are assessed as part of a decision on suitability. Where possible staff must have the checks completed prior to starting employment and will register with the Update service.

However, if there are delays in checks coming through, as a last resort staff may work in the nursery before these checks are completed as long as they have previously obtained a DBS through a previous employer or agency and are supervised at all times by staff who already hold an enhanced check. All staff at Kingsland Pre-Prep will be informed of any staff awaiting enhanced DBS clearance.

Staff awaiting these checks will **never**:

- Be left unsupervised whilst caring for children
- Take children for toilet visits unless supervised by staff holding an enhanced check
- Change nappies
- Be left alone in a room or outside with children
- Administer medication
- Administer first aid
- Take photographs of any children
- Be involved in looking at a child’s learning and development log although can contribute to it in discussion with the key person
- Have access to children’s personal details and records.

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While adhering to the above list, we recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and we support them in participating fully in every other aspect of the nursery day.

We recognise that the enhanced DBS disclosure is only one part of a suitability decision therefore Kingsland Pre-Prep will ensure every individual working with a child goes through a vigorous recruitment and induction procedure. We will also ensure they receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the nursery.

KPP will act on any information that comes to our attention that suggests someone may no longer be suitable for their role.

All students will also be interviewed to ensure they are suitable for our setting and every new staff member or volunteer will carry out an induction process to ensure they fully understand and are able to implement KPP procedures, policies, working practices and values. All students will be fully supervised to ensure they receive appropriate support, training and information they may require. This includes reinforcement of our Safeguarding and child protection policies and procedures through mentoring and staff meetings.

### Legal requirements

- We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS, last revised in 2017) and accompanying regulations.
- We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by the employer's responsibilities relating to informing the DBS of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation.

### Advertising

- We use reputable newspapers, websites and recruitment agencies.
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures; including an enhanced DBS check and at least two independent references for every new employee.

### 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
- All shortlisted candidates will receive a job description, a person specification, an equal opportunities monitoring form and a request for identification prior to the interview
- At the start of each interview all candidates' identities will be checked using, for example, valid passport and/or UK photocard driving licence. All candidates will be required to prove they are eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history.
- 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.

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- Every shortlisted candidate will be asked to take part in a supervised trial which will involve spending time with a particular age group in the nursery interacting with the children, staff and where appropriate parents.
- The Head teacher 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
- Every candidate will receive communication from the nursery stating whether they have been successful or not. Unsuccessful candidates are offered feedback upon request.

### **Pre-employment checks and References:**

Kingsland Pre-Prep carries out a number of Pre-employment checks in respect of all prospective employees. These were carried out by the Head Teacher and CPP Administrator (Amy Neilson) who have both completed the Safer Recruitment CPD Course by Educare, 2016. As from 2019, Miss Venetia (KPP Administrator, course completed in 2019) will be overseeing checks alongside the Head Teacher

- Verification of identification and address, right to work in the UK and list of qualifications.
- Where an applicant claims to have changed his/her name by deed pole or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

References will usually be taken up on short listed candidates prior to interview. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. Referees will be contacted by the Head Teacher and KPP Administrator.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Kingsland Pre-Prep. One of the references must be from the applicants current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the position for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be explained the job description and person specification for the role for which the applicant has applied over the phone. If the referee is a current or previous employer, they will be asked to confirm the following:

- The applicants date of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious; and
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.

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Kingsland Pre-Prep will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. All references will be compared with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

### 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 taken up BEFORE employment commences. This may be either verbally over the phone or a written reference which will form part of their personnel file
- The successful candidate will be asked to provide proof of their qualifications. All qualifications will be checked to be full and relevant to the job position and copies taken for their personnel files
- Prior to employment, but after the job has been offered, a health check questionnaire will be given to the employee and its results will be taken into account in making an overall decision about suitability. The nursery reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role.
- All new starters, other than those who have registered for the continuous updating service, 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 (see above).
- The setting will record (Staff Central Record) and retain details about the individual including staff qualifications, CPD, 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. The nursery will not retain copies of the disclosure itself once the employment decision is taken
- There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at the Head Teacher's discretion taking into account the following:
  - seriousness of the offence or other information
  - accuracy of the person's self-disclosure on the application form
  - nature of the appointment including levels of supervision
  - age of the individual at the time of the offence or other information
  - the length of time that has elapsed since the offence or other information
  - relevance of the offence or information to working or being in regular contact with children
- If the individual has registered on the DBS system since 17 July 2013 they may use the update service with the candidate's permission instead of carrying out an enhanced DBS check
- New starters are required to sign a separate form (Health and Disqualification Form) to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so (this will be reviewed and signed again every year)
- All new members of staff will undergo an intensive induction period during which time they will read and discuss KPP policies and procedures such as Safeguarding Children and Child Protection (See Induction Programme for more information), and will be assigned a 'mentor' (usually the Deputy or Miss Adina, Miss Winsy as part of the SMT), who will introduce them to the way in which our setting operates
- The new member of staff will have regular meetings with the Head Teacher and their mentor during their induction period to discuss their progress and identify any needs.

**Ongoing support and checks**

- All staff are responsible for notifying the Head Teacher in person if any 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/Health and disqualification form'). This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the Head Teacher **immediately**
- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervisions/review meetings.
- The Head Teacher 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. This may include requiring the individual to obtain a waiver from Ofsted in relation to any disqualification. Please see the Disciplinary Policy for further details
- Every member of staff will have two meetings a year with the Head Teacher: a formal appraisal and a more informal review. This will provide an opportunity for the Head Teacher and member of staff to discuss training needs for the following six months as well as evaluate and discuss their performance in the previous six months. Staff will also be assigned a Mentor who will meet with them every 6 weeks during the probation period and on a termly basis afterwards.
- The Head Teacher and or deputy (Lauren Glaze) will be responsible for any support the staff team may have between these reviews. This includes mentoring support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback
- KPP will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.

**Signed,  
Stuart Bamford  
Head Teacher**