

ST GILES & ST JOHN PRESCHOOL

St John Methodist Hall
Yews Avenue/Great Cambridge Road
Enfield
Middlesex
EN1 4QA
Tel: 01992 710531
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SAFER RECRUITMENT POLICY

St Giles and St John Preschool is committed to safeguarding and promoting the welfare of all attending children and expects all its staff, volunteers and guest visitors to share this commitment.

St Giles and St John Preschool will safeguard and promote the welfare of all attending children in compliance with:

DCSF Guidance 'Safeguarding Children and Safer Recruitment in Education'.

For all staff appointments, St Giles and St John Preschool will:

- Ensure that the details of the position make reference to the responsibility for safeguarding and promoting the welfare of children.
- We offer equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- Provide a job description that clearly states the main duties and responsibilities of the post and the individual's responsibility for promoting and safeguarding the welfare of children
- Provide a person specification that describes the competences and qualities that the applicant should have in addition to qualifications and experience relevant to the position.
- Ensure that the application form states that the successful applicant will be required to provide an enhanced DBS disclosure. All positions are subject to enhanced DBS checks, in accordance with requirements under the

Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme.

- Disqualification by Association under the Childcare Act 2006 - It is the responsibility of the setting to ensure all employees are made aware of the legislation and also that they may be disqualified by association if anyone in their household is disqualified. All staff members will be expected to complete a declaration form annually that gives details of them and anyone living in their house stating if they are or are not disqualified under the legislation.
- Obtain a full CV in addition to completed Application Form.
- Scrutinise the applicant's employment record looking for any gaps in employment, anomalies or discrepancies and question these should the applicant be invited to attend for interview.
- Obtain character and previous employment references.
- Check previous employment history and experience – telephone stated previous employer/s to check authenticity of information.
- Organise and conduct face –to- face interviews with suitable applicants for the position.
- Check the applicant's photo identity and right to work in the UK, and keep a record of this.
- Require proof of the successful candidate's qualifications, academic and vocational, as claimed on the application form.
- State clearly verbally, and in writing that any offer made is subject to satisfactory references, and enhanced DBS.
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See also our Employment Policy

Reviewed 12th March 2018

Review on 12th March 2019

Signed by

Name of signatory
Role of signatory

Jan Gabriel
Manager