



# Treetops Nursery

## Safer recruitment policy

This organisation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment

As such we have a stringent safer recruitment policy in place:

- We will meet the required standard for advertising the role
- All applicants will be required to complete a comprehensive application form
- Work history will be looked at from school, and any gaps in employment checked
- We will require two written references, one from the applicant's most recent employer and one from a referee who has witnessed the applicant working with children. We will send referees a copy of the job description / specification. Any gaps within the reference we will investigate these.
- We will ask applicants to complete a disclosure form, which details any previous convictions, cautions, court orders, reprimands or warnings that may affect the applicant's suitability to work with children
- We will check that applicants have the right to work in the UK
- Shortlisted candidates will attend a comprehensive face-to-face interview
- Successful candidates will be required to undertake an enhanced DBS check and register with the update service
- Successful candidates will be required to produce original relevant qualification certificates
- The health of successful candidates will be assessed to ensure they are fit for the role
- Successful candidates will be required to work for a probationary period
- Successful candidates will be presented with a verbal, and then formal written job offer
- All offers of employment will be conditional until all necessary checks have been returned and deemed suitable
- The offer of employment will be followed up with a full Contract of Employment, again detailing that it is subject to satisfactory pre-employment checks and detailing the probationary period

- All new staff will receive induction training to help them to understand their roles and responsibilities – please see our induction policy.
- Any member of staff who has a period of 4 weeks plus away from their role (either sickness, holiday or absence) will be required to undergo a refresher induction with the line manager. This will ensure high standards are continually being met across the whole staff team.
- During the summer holidays we will do staff training to make sure remain competent. If any staff miss this the manager will recover either before your first day back or your day back

**Author: Andrew Didwell**

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