



# Tarner Community Project

Ofsted registration number EY471335

## Safe Recruitment Policy

Tarner Community Project uses safe and effective recruitment practices to ensure that all people working with the children in our care are suitable, safe and qualified to do so.

A member of staff will be employed because they are considered to be the best person for the job.

Job applicants and employees will all be treated with equal fairness and not less favourable on the grounds of race, colour, age, gender, ability, ethnic/racial group, religion, culture, physical, sensory or mental disability, illness, marital status, sexuality, social class, religious beliefs, employment status and linguistic backgrounds. Please refer to our Equal Opportunities and Diversity Policy.

We will tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children, whether this is received before or during their employment at our setting. Please refer to our Child Protection Policy & Safeguarding Vulnerable Groups Act 2006.

Tarner Community Project will not allow people whose suitability has not been checked and vetted, including a DBS check through the DBS (Disclosure and Barring Service) to have unsupervised contact with children in our care. DBS checks will be carried out every 3 years.

When recruiting paid staff or volunteers Tarner Community Project will follow the procedure below.

### Advertising the vacancy

All job and vacancies will be advertised with a statement about our commitment to safeguarding children.

### Initial Enquiry

We will send all potential candidates:

- A job description
- A person specification – with the requirement that all staff must disclose convictions
- An application form
- An Equal Opportunity monitoring form
- A cover letter
- Guidance notes for job applicants
- A Declaration that all information provided is correct
- A section under the Rehabilitation of Offenders Act 1974 that asks if the applicant has been awaiting a verdict, convicted or cautioned for any relevant offence.
- A request for the contact details of two referees, one of which should be the last employer .If it is the candidate's first job, their course tutor is a suitable alternative.
- In order to be considered for an interview, all applicants must submit a hand written or typed application form by the stated closing date.

CVs will only be accepted if they are accompanied by our application form completed as required.



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## Selection for interview & interview procedure.

- All applications will be considered for an interview if they meet all of the above requirements and notified by email, letter or phone of the interview date and time.
- All candidates will be asked to bring the following items to the interview;
  1. Proof of identity, eg passport, driving licence or birth certificate.
  2. Proof of address, eg recent utility bill (not mobile phone) or bank statement.
  3. Proof of qualifications, ie relevant certificates
  4. For non-British nationals, proof of the right to work in the UK (as required by the Asylum & Immigration Act 1996).
- The interview will be conducted by a minimum of two interviewers, The Manager (Kiki Virdee) / Deputy (Mark Daniels) and the CEO (Emma) or a trustee.
- All candidates will be asked the same set of questions. Additional questions will be asked about any other issues that arise from their application form. An example of this could be gaps in career history.
- Only when all candidates have been interviewed will we make our final selection.
- Any person not successful at interview will be notified by phone/email and will be given the opportunity to discuss the interview with the Team Leader.

## Appointment of a new member of staff

When we have selected the successful candidate the following steps are taken:

- Send out a written offer which clearly states that it is subject to the receipt of suitable references and a clear enhanced DBS check.
- Currently our DBS checks are carried out by Harwin Associates.
- Contact both referees, including asking them if they have any child protection concerns about the candidate.
- Initiate a DBS check for the candidate.
- Tarner will take photocopies of the new staff member's qualification certificates and proof of identity and keep these on file together with their DBS date of issue and disclosure number.

## DBS checks and current staff

- Tarner Community Project will ensure that all staff re do their DBS check every 3 years.
- It is the responsibility of the Manager to make sure this happens for all staff.
- It is the responsibility of the trustees to ensure that the Manager has an up to date DBS.



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When a new member of staff starts working at Tarner Community Project we will give them

- Their contract to sign, a copy of which will be held in their file.
- Tarner's policies and procedures, which the Team leader will go through with them in their induction and future staff meetings & supervision.
- Staff Handbook.
- We will also conduct a full induction programme with all new members of staff. Please refer to our Staff Induction Policy.

Probationary Period – please refer to our Staff Handbook pg.4

On starting employment with Tarner, employees will be in a probationary period and confirmation of the employee's appointment for the duration will be subject to the satisfactory completion of this probationary time.

## Training

Tarner Community Project Children's projects believes in training and support for the development of its staff and volunteers. This will enable us to develop good practise and enable our children to flourish. (Please refer to Staff Training Policy in our Staff Handbook pg 58).

All staff will be trained by Tarner's Safeguarding Officer (Kiki Virdee) on matters around the welfare and safeguarding of children.

All staff will be trained in the EYFS (Early Years Foundation Stage) and updated in any changes to Ofsted requirements and guidelines.

All staff members who handle and prepare food must do a Food Hygiene Course.

All staff must do a Level 2 in Paediatric First Aid.

All staff will have a training log – this will be reviewed in supervision and staff may be asked to attend specific training where they see necessary.

Tarner Community Project will monitor our recruitment process to ensure it is safe, fair, accessible and in line with current legislation.

This policy was adopted by Tarner Community Project March 2014. To be reviewed in March 2016