

Policies and Procedures: Safe Recruitment.

At EllyTotts we take our commitment to safeguard and promote the welfare of children and young people very seriously and expect all staff, students and volunteers to do the same.

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

Our procedure is as follows:

- We only use reputable websites when advertising any vacancies.
- The adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children.
- All applicants will be required to complete an application form after receiving an in depth job description and will then receive a letter from EllyTotts stating whether they have been successful in reaching the next stage (face to face interview) or not.
- All shortlisted candidates will, where possible, have their references checked before attending an interview.
- During an interview applicants will be asked to prove: Their identity (passport or photocard driver's license), relevant qualifications (certificates, including driver's license), eligibility to work in the UK (official paperwork), their criminal history (disclosing anything that will show up on a DBS) and if they have one their DBS update service details.
- Detailed enquiries will also be made regarding any gaps in their employment and information will also be sought on the suitability of those they live with/are related to.
- Each applicant will receive communication from EM stating whether they have been successful at this stage or not. If they have, they are invited to come for a fully-supervised, unpaid, trial day. This is so we can assess their character, personality and ability to interact with the children and other staff more closely.

Starting work

- The successful candidate will be informed that their job offer is conditional, dependent on the return of 2 satisfactory written references which are validated through a phone call to the referee and an enhanced DBS check (formerly CRB) on the update service.
- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their DBS check comes back clear.
- New members of staff will undergo an induction period (minimum of 6 weeks) during which time they will read and discuss the setting's policies and procedures and receive a mentor who will introduce them to the way in which the setting operates. Their work ethic and performance

will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.

When in Employment

- All staff will attend an annual 'ongoing suitability interview' and are responsible for notifying EM, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of work. Staff will face disciplinary action if they fail to notify the manager within a reasonable time scale.
- assistants will undergo training in First Aid, safeguarding, the EYFS, food hygiene and day to day routines as a minimum. Volunteers and students will undergo safeguarding and day to day routine training.

All assistants will have evidence of a fully clean DBS (formerly CRB) check, at least 2 good references and have applied for a DBS for the barn before starting working for me. Until the assistant has a clear DBS specifically for the barn, I will not leave the assistant alone. Once they have their assistant DBS through it will be added to the update service.

Assistants may be left for two hours unattended and will regularly be working alone during school run time. Signed agreements (on the registration form) show that you are happy with the assistants being left during school run times, any other time the assistant will be left you will be informed via a text message. No assistant will be left alone without undergoing first aid training.

All permissions you have signed for me, will apply to any of my assistants (taking photos, changing nappies etc).

All assistants will sign to abide by all my policies and procedures, both the parental ones and staff ones. They will be required to sign a confidentiality agreement in addition to the confidentiality and data protection P and Ps.

If an assistant becomes a fully qualified childminder, you will be notified as this enables them to work alone for more than 2 hours, thus providing holiday cover.

First Written: 8th August 2017 Last Updated: 28th September 2018 Signed:

Based on section 3.9-3.12, 3.20-3.26, 2.28-3.29 of the statutory requirements.

To be read in conjunction with the following policies:

		Date Reviewed	Signed

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