



## Recruitment & Vetting Procedures

At Rising Stars, we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. We follow this procedure each time we recruit a new member to join our team.

### Advertising

We use reputable newspapers, websites such as indeed and CV library and the local job centre to advertise for any vacancies.

We ensure that all recruitment literature includes job description, qualification requirements, salary expectation, benefits, job type, experience and working hours; including an enhanced DBS Check and at least two independent references for each new employee.

### Interview stage

- We shortlist all suitable candidates against a preset specification and ensure all applicants receive correspondence if they are successful in reaching the interview stage.
- The management will sit on the interview panel and all are involved in the overall decision making.
- At the start of each interview all candidates' identities will be checked, for example, their passport and/or photo card driving license. All candidates will be required to prove they are eligible to work in the UK.
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These are formulated around 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 how they are used in the setting. The questions will be value based and will ensure the candidate has the same values as the setting with regards to the safety and welfare of the children in their care.
- Each candidate will receive communication from the setting stating whether they have been successful or not.
- If the candidate has been successful, they will be invited to a trial day, this will consist of them spending time in each of the rooms (if not a specific) and observations will be taken place to support the first part of the interview process.

### 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 occupation reference. These references will be taken up BEFORE employment commences.
- Prior to employment but after the job has been offered a health declaration form will be given to the employee
- All new starters will be subject to an enhanced DBS check whether they currently hold an enhanced DBS check or not. This will be initiated before the member of staff commences work in the setting and they will not have **unsupervised** access to any child or their records before this check comes back clear. Further to this, the taking of photographs of any child, looking at their learning and development log or changing the nappy of any child will not be undertaken by any new member of staff without an up-to-date enhanced DBS check (whether supervised or not)
- All qualifications will be checked, and copies taken for their personnel files



- All new members of staff will undergo an intensive induction period during which time they will read and discuss the setting policies and procedures and receive a mentor who will introduce them to the way in which the setting operates
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the, Safeguarding Children policy and procedure, about emergency evacuation procedures, equality and health and safety issues
- The new member of staff will receive regular meetings with the manager and their mentor during their induction period to discuss their progress.
- All members of staff will be signed up to complete 5 initial online training courses; Safeguarding, whistleblowing, Food hygiene, COSHH and fire awareness. They will also complete the FGM and prevent duty through the government websites.

### **Ongoing support and checks**

- All members of staff will update a health declaration on a regular 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. During each member of staff's supervision, they are required to inform the manager if there have been any changes with regards to their health. This is completed every 3 months.
- All staff are responsible for notifying the manager in person should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside the setting. Staff will face disciplinary action should they fail to notify the manager in a reasonable timescale
- Each member of staff will receive one meeting a year with the manager, a formal appraisal.
- Staff supervisions will be held every 3 months to discuss concerns or set targets
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.

### **Legal requirements**

- The setting abides by all legal requirements relating to safe recruitment from the Early Years Foundation Stage
- The setting also abides by the employer's responsibilities relating to informing the Independent Safeguarding Authority of any changes to the suitability of their staff, whether this member of staff has left the setting or is still under investigation. Please refer to the safeguarding policy for further information.