

SAFER RECRUITMENT POLICY

POLICY STATEMENT

The staff and committee at St Eval Preschool will ensure the preschool has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with legal requirements. We ensure that the preschool operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work in the setting.

We promote the welfare of children and young people at every stage of the procedure.

Procedures

Recruitment and vetting checks

References

Two professional / character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

Any discrepancies or anomalies will be followed up. Direct contact, either by telephone or face to face, will be made with each referee to verify the reference.

Previous Employment History

Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment. These will be carried out on all appointments to the preschool's workforce before an appointment is made. Acceptable proofs of identity may include birth certificate, driving licence or passport, combined with evidence of proof of address

Disclosure & Barring Service (DBS) certificate and Identity checks

All staff at St. Eval Preschool require an enhanced DBS certificate and therefore a DBS, these will be checked regularly via the update service. Certificate must be obtained before the commencement of employment of any new employee.

Medical Fitness

Anyone appointed to a post involving regular contact with children, must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate, a Doctor's medical report may be required.

Qualifications