Safer Recruitment Policy

Contents

1. **Introduction And Statutory Requirements**
2. **Purpose Of the Safer Recruitment Policy**
3. **'Regulated Activity' (Ra)**
   - **(a) 'Regulated Activity' (Ra) Relating to Children and Disclosure and Barring Service Checks**
   - **(b) 'Regulated Activity' (Ra) Relating to Adults and Disclosure and Barring Service Checks**
4. **Recruitment Panel Members**
5. **Job Descriptions and Person Specifications**
6. **Application Forms**
7. **Advertising And Recruitment Materials**
8. **Longlisting/Shortlisting**
9. **References**
10. **Interviews And Other Assessment Tools**
11. **Conditional Offers of Employment**
12. **Use Of Agency Workers**
13. **Use Of Volunteers**
14. **Single Central Register (SCR) Of Checks**
15. **Other Record Keeping and Retention of Personal Data**
16. **Data Protection**
17. **Induction**
18. **A Safe Culture and On-Going Vigilance**

Appendix 1: Steps in The Safer Recruitment Process

Introduction and Statutory Requirements

The Department for Education (DfE) has issued statutory guidance **'Keeping Children Safe in Education' (KCSIE) 2021** which nurseries must have regard to the guidance when carrying out their duties to safeguard and promote the welfare of children. This means that they should comply with it unless exceptional circumstances arise.

KCSIE contains information on what nurseries **should** do, unless there is good reason not to, and sets out the legal duties with which nurseries **must** comply. It includes safeguarding information for all staff, the management of safeguarding, and safer recruitment and dealing with allegations of abuse made against staff.

All staff in the nursery who work directly with children should **read at least Part One of KCSIE, 'Safeguarding information for all staff' and Annexe B.** Those staff who do not work directly with children should **read either Part One or Annex A** (a condensed version of Part One) as considered appropriate to their role. The above persons should also ensure that mechanisms are in place to assist staff to **understand and discharge their role and responsibilities** as set out in Part One or Annex A.

KCSIE should be read alongside the DfE's statutory guidance **'Working Together to Safeguard Children'** which applies to all organisations and agencies who have functions relating to children. 'Working Together to Safeguard Children' covers action by all such organisations and partners to protect children from risks of harm in the home or in the community. Statutory guidance on 'Keeping Children Safe in Education,' 'Working Together to Safeguard Children' and the United Synagogue's Child Protection Policies and Procedures are inextricably linked. Safer Recruitment is a vital factor in keeping children safe within all environments.

KCSIE should also be read alongside DfE advice on **'What to do if you are worried a child is being abused – Advice for Practitioners'**

There is also specific legislation governing those persons in 'regulated activity' (see below) and requirements to carry out criminal records and barred list checks. The main legislation in this respect is contained within the:

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- Police Act 1997, the Police Act 1997 (Criminal Records) Regulations 2002, as amended, the Police Act 1997 (Criminal Records) No 2 Regulations 2009, as amended
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended
- Sexual Offences Act 2003, as amended by the Voyeurism (Offences) Act 2019
- Female Genital Mutilation Act 2003 (relates to "teachers", meaning "persons employed or engaged to carry out teaching work at schools and other institutions in England")

1. **Purpose of the safer recruitment policy**

It is essential that, as part of the responsibilities highlighted above, all organisations that employ staff or engage volunteers to work with children adopt a consistent and rigorous approach in their recruitment and selection processes with the aim of ensuring that those recruited are suitable for such an important and responsible role.

The purpose of safer recruitment is ultimately to:

- **Deter.** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.

- **Identify and Reject.** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, nursery appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.

- **Prevent, Detect and Reject.** There are no guarantees that even the most robust safer recruitment process will prevent an inappropriate appointment. However, this does not mean it is too late to act. Ensuring that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or detect potential abusers. The aim should be to prevent abuse by managing the environment, assessing risk, and creating clear expectations and standards of behaviour.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent, detect, and reject unsuitable people from gaining access to children within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements as highlighted in 1. above, any statutory or other guidance that may from time to time be issued in order to keep children safe through safer recruitment, as well as principles of general good practice.

2. **'Regulated Activity' (RA)**

"'**Regulated Activity**' is work which involves close and unsupervised contact with vulnerable groups including children, and which cannot be undertaken by a person who is on the Disclosure and Barring Service's Barred List."

(a) <u>'REGULATED ACTIVITY' (RA) RELATING TO CHILDREN AND DISCLOSURE AND BARRING SERVICE CHECKS</u>

Organisations providing Regulated Activity (RA) in relation to children and young people have specific responsibilities for carrying out appropriate pre-employment checks, including Enhanced Disclosure and Barring Service (DBS) with Barred List check, when recruiting paid employees and workers. They must also ensure that they receive written confirmation that similar checks have been carried out by Agencies and other employers who may deploy or hire workers to them where such individuals will be in RA. This is an essential part of the process of ensuring 'safer recruitment' when recruiting to RA roles involving either children or vulnerable adults.

Other people coming into such an organisation (e.g., volunteers) with access to children may not be in RA - if they are 'adequately supervised' when carrying out an activity with children which would be RA when unsupervised. The specific checks to be carried out will depend upon the nature of the role. Further information and examples of the requirements relating to DBS and Barred List checks are as set out below.

The organisation is responsible for continuing vigilance in relation to staff, workers and any others coming onto the premises, and/or with access or opportunity for contact with the children, at all times.

This nursery will act in accordance with the statutory requirements relating to **<u>'Regulated Activity' (RA) relating to children which can be defined as follows</u>**:

(i) <u>Unsupervised activities in any nursery – including teaching, training, instructing, caring for</u> (see iii) below), supervising, providing advice or guidance on physical, emotional, or educational well-being, or driving a vehicle only for children

(ii) <u>Work for a limited range of establishments ('specified places') with the opportunity for contact with children, e.g., schools,</u> colleges, children's homes, children's centres, childcare premises (but not work by supervised volunteers)

Work/activities in (i) and (ii) above must be carried out 'regularly' to be included within RA. 'Regular' means carried out by the same person frequently (once a week or more often) or intensively (on 4 or more days in a 30-day period) or overnight (if carried out – even once - at any time between 2am and 6am and with an opportunity for face-to-face contact with children). Day to day management or supervision on a regular basis of a person providing the above regulated activity for children is also within the definition of regulated activity for children. However, **some activities are always regulated activities, regardless of their frequency or whether they are supervised or not,** such as those below.

NOTE: Regulated Activity will NOT be:

- Paid work in specified places which is occasional and temporary and does not involve teaching, training.
- Supervised activity which is paid in non-specified nurseries such as youth clubs, sports clubs etc.
- Family and personal, non-commercial arrangements are also excluded from RA.

The following should be noted in relation to particular groups of staff, workers and others:

All employees and paid workers (e.g., supply workers engaged directly) in nurseries providing education are in RA and the employer must ensure that an Enhanced DBS with Barred List check is carried out. This includes all categories of staff and workers, as all, even if not directly involved in teaching or supervising children, have the opportunity for contact. **For visiting staff/workers,** e.g., Agency supply workers in RA, it is for the providing organisation to carry out checks - the 'hirer' then obtains written confirmation for their Single Central Register (SCR).

Supervised volunteers, inc. Governors, trustees, etc. are not normally in RA. However, it is for the organisation to decide and will depend upon whether they are being 'adequately supervised' in accordance with statutory supervision guidance published by the DfE**. If such persons are adequately supervised when carrying out an activity that would fall within RA if not so supervised, then they will not be in RA. Otherwise, if not adequately supervised, they are in RA.

For **other regular volunteers** who are not in RA, although not a statutory requirement, an Enhanced DBS WITHOUT Barred List check should also be obtained as best practice. (There is no entitlement to ask for a Barred List check for volunteers not in RA).

Nurseries should ensure that any contractor, or employee of a **contractor,** who is to work there has been subject to the appropriate level of DBS check. Contractors carrying out work of a temporary or occasional nature, e.g., maintenance (but not teaching, training etc.) are not normally in RA. However, where contractors are engaging in RA, an Enhanced DBS certificate, including Barred List information will be required. For others who are not engaging in RA, but whose work provides them with an opportunity for regular contact with children, an Enhanced DBS check (WITHOUT Barred List information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across several sites. For longer term, regular contracted work, a decision needs to be made about whether individuals have the opportunity for contact in a similar way to nursery site staffand can be deemed to be in RA. Decisions must be made on a case-by-case basis, taking into account the relevant and prevailing circumstances at the time. Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised or engage in RA. Nurseries are responsible for determining the appropriate level of supervision depending upon the circumstances. If a contractor is self-employed, the nursery should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. The identity of contractors and their staff should always be checked on arrival.

As **trainees** are likely to be engaging in RA an enhanced DBS certificate with barred list check must be obtained. Where trainees are salaried (employed) this is the responsibility of the employer.

Nurseries organising work experience placements should ensure that policies and procedures are in place to protect the children from harm. Barred List checks by the DBS may be required on some **adults who**

supervise a child under the age of 16 on a work experience placement. Consideration should be given to the specific circumstances of the work experience, in particular the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching, training, instruction and/or supervision to the child will be unsupervised and providing the teaching, training and/or instruction frequently (at least once a week or on more than three days in a 30-day period, or overnight). If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the employer providing the work experience should be asked to ensure that the person providing the instruction or training is not a barred person. Nurseries are not able to request an enhanced DBS check with Barred List information for staff supervising children aged 16 to 17 on work experience.

If an **activity undertaken by a child on work experience takes place in a 'specified place,'** such as a nursery, and gives the opportunity for contact with children, this may itself be considered to be RA relating to children. In such cases, where the child is 16 or over, the work experience provider should consider whether an Enhanced DBS check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

There is no entitlement to request DBS or Barred List checks on **Visitors** (e.g., children's relatives or other visitors attending a sports day). A professional judgement must be made at the relevant time about the need to escort or supervise them. For visitors attending in a professional capacity, ID should be checked, and assurance obtained that the visitor has had the appropriate DBS check. Careful consideration should be given to the suitability of any external organisations attending the nursery for the provision of information, resources, or speakers.

*The DfE's factual notes on **'Regulated Activity in relation to Children: Scope'** and **'Statutory Guidance: Regulated Activity (Children) – Supervision of Activity with Children which is Regulated Activity when Unsupervised'** are available on the website www.gov.uk to provide full information on RA and Supervision. Supervision guidance is also included as Annex F within KCSIE.*

In accordance with the above requirements and guidance, this nursery will take appropriate steps to ensure that all those employees, paid workers and any others deemed to be in RA, are subject to the highest level of checks including, for new recruits, a full Enhanced DBS with Barred List Check, or as required at the time of recruitment. Others not in RA will normally be required to undergo an EnhancedDBS without Barred List check if they have regular involvement with children but are adequately supervised. However, if they are carrying out ad-hoc or one-off volunteering activities etc., they will not normally be subject to an Enhanced DBS check. (See also 11. below 'Use of Agency Workers' and 12. 'Use of Volunteers').

For any persons deemed not to be in RA, steps will be taken to ensure that adequate supervision and/or protocols to ensure the safety of children at all times, are in place, in accordance with statutory guidance and general good practice. An appropriate level of checks, in addition to the requirements set out above, will be carried out in relation to all new recruits.

Notwithstanding the above, the *nursery* will ensure that all Governors have an Enhanced DBS check (with Barred List check if in RA, otherwise without Barred List check), in accordance with legislative requirements.

3. **Recruitment panel members**

Panel members will be appointed or selected in accordance with any requirements set out in the nursery. The recruitment and selection process, in particular interviews, will be carried out by two or more people. Wherever possible, Appointments Panels will consist of an odd number of at least three people. Panel members will be appropriately trained or briefed and will normally have received safer recruitment training as recognised by the Safer Recruitment Consortium. In any event, **in accordance with statutory requirements, at least one of the persons conducting an interview will have successfully completed**

safer recruitment training. Wherever possible, all Panel members will be involved throughout all stages of the recruitment and selection process but, in any event, a Panel member trained in safer recruitment will be involved throughout.

4. **Job descriptions and person specifications**

Job Analysis - When a vacancy arises due to an employee leaving or moving to a different role, it cannot be assumed that a 'like for like' replacement is required. A review of the job description may highlight the fact that the existing role no longer meets current needs. Therefore, the requirements for any replacement or new role will be analysed prior to drawing up the Job Description and Person Specification which define the role.

Job Description - In general, all job descriptions will normally contain:

- The post title and salary
- The main purpose of the job
- The main tasks or duties to be carried out
- The scope of the job to indicate its position within the organisation
- General statements relevant to all positions, such as requirements relating to equal opportunities and health and safety

As all work in a nursery involves responsibility for the safeguarding of children, the job description will also make clear –

- The extent of the post holder's contact with children and young people, whether the post holder will be engaging in regulated activity and, in line with the establishment's commitment to the health, safety and promoting the welfare of children, the general responsibility for safeguarding.

Person Specification - The person specification describes the profile of the ideal person to fill the job requirements. It is essential to the recruitment and selection process as it is used for the drawing up the advertisement, long/shortlisting and the interviewing and selection process. It sets out the criteria against which candidates will be assessed and includes the core areas for the focus of interview questions.

Person specifications drawn up will outline:

- Any qualifications required for the post
- Knowledge, skills, and abilities required to carry out the duties of the post
- Any specific training requirements
- The need for awareness of, and commitment to, equal opportunities issues
- The need for commitment to the promotion of health and safety at work and to the protection and safeguarding of children.

The person specification will clearly indicate whether the stated criteria are:

- **Essential** – relating only to those areas without which the job cannot be performed; or
- **Desirable** – not essential to carrying out the duties, but which would be valuable. They may assist in the final selection process if several candidates all meet the essential criteria.

It will also indicate how the criteria will be tested, i.e., on the application form, at interview and/or through a task set as part of the selection process.

Person specifications will also include statements to the following effect:

"Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will, as appropriate to the role:

(i) Focus on the requirements to carry out the duties of the job, as described

(ii) Explore issues relating to the safeguarding and promoting the welfare of children, including:

- *Motivation to work with children and young people*
- *Ability to form and maintain appropriate relationships and personal boundaries with children and young people*
- *Emotional resilience in working with challenging behaviours*
- *Attitudes to use of authority and maintaining discipline.*

(iii) Be used to explore any relevant issues arising from references received."

Profiles for **Volunteer roles** will also be drawn up according to the principles set out above.

5. **Application forms**

A suitably structured, pre-defined application form will be used for recruitment to all posts. CVs will not be accepted. Application forms are employer-led, requiring specific information from all applicants. CVs are left to the discretion of individual applicants and contain only information that they choose to provide.

The use of application forms will help to ensure that detailed information, critical to the recruitment process, can be gathered from all applicants in a consistent format.

Application forms to be used for all **external recruitment** will include as a minimum:

- Personal details including name, former names, date of birth, current address, NI number and, for teachers, teacher reference number (where appropriate)
- Qualifications, the awarding body, and date of award
- Present (or last) employment and reason(s) for leaving
- Full history since leaving school - education, employment, and any voluntary work, including reasons for leaving, as well as explanation of any gaps
- Request for details of appropriate referees (see also '9. References' below)
- The requirement for a statement of the personal qualities and experience the applicant believes are relevant to their suitability for the post and how they meet the criteria set out in the person specification
- The requirement for a signed declaration that all information provided is true. The declaration to be signed by the applicant will also include a statement to the effect *"I understand that it is an offence to apply for a role engaging in regulated activity relevant to children if you are barred from doing so."*

Separate application forms may be used for **internally advertised posts** which will require, as a minimum, further details to update the above information, as originally provided, and new signed declarations.

Volunteers will be required to complete an application form in order to provide personal details, details of previous employment, voluntary work and other activities, general information about their reasons for applying for voluntary work and declaration to confirm the accuracy of information provided. Where the nursery decides to proceed further with the application, volunteer applicants will also be required to provide a signed declaration about any criminal record and, for relevant roles, a declaration to meet childcare disqualification requirements under the Childcare Act 2006.

6. **Advertising and recruitment materials**

Careful consideration will be given to the wording of adverts in order to accurately define the job role, including its safeguarding responsibilities, as well as emphasising the nursery's overall commitment to safeguarding. Therefore, adverts will normally include, as considered relevant and appropriate, a description of, or reference to:

- The skills, abilities, experience, attitude, and behaviours required for the post
- The safeguarding requirements and responsibilities of the post as per the job description and person specification (see 5. above)
- The nursery's commitment to safeguarding and promoting the welfare of children

- Safeguarding checks that will be undertaken and/or whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

As the **job advertisement** provides potential applicants with their first impression of the organisation, an important part of the message of the advert is to inform anyone viewing it that the organisation is fully committed to safeguarding and protecting the welfare of children and young people. In these circumstances, all advertisements will include a statement to the effect that:

"All nurseries and services for the United Synagogue are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within the US are expected to share this commitment."
OR
"XXX nursery is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all workers and employees to share this commitment."

A statement relating to exemption from the Rehabilitation of Offenders Act 1974 will also be included, to the effect that:

"The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not 'protected' [as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)].

Other statements relating to safeguarding and background checks applicable to all posts may also be included in the wording of advertisements, for example:

"All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List check through the Disclosure and Barring Service (DBS)."

"CVs will not be accepted."

The above are examples only. Alternative wording may also be used.

Prospective applicants for posts will receive the following **materials in recruitment packs:**

- Application form
- Job description
- Person specification
- Safer Recruitment Policy (this document) or relevant information from it – for example, completion of application forms, references, interviews/tasks, and pre-employment checks etc., as relevant, and appropriate
- Child Protection Policy
- Staff Code of Conduct
- Policy Statement on 'The Recruitment of Ex-Offenders'
- Interview arrangements and/or selection procedure for the post
- Any relevant general information relating to the organisation, area etc.
- Any other relevant details or documentation.

7. **Longlisting/shortlisting**

Recruitment to some positions will involve a two-stage process requiring first longlisting, then shortlisting following a first round of selection. Whether a position requires longlisting and shortlisting processes, or just shortlisting, the principles to be applied will be the same.

Long/shortlisting will be conducted by the interview Panel, or one or more members of the Panel. It will always be carried out by at least two people.

The criteria to be used for long/shortlisting will be based on the person specification and job description applicable to the post. This will ensure that the process includes criteria specific to working with children as well as other essential requirements for carrying out the specific duties of the post.

Those carrying out the long/shortlisting process will, as appropriate:

- To ensure consistency, assess each application against the criteria, including criteria specific to working with children – use of a grid is recommended for this purpose
- Take time to properly scrutinise the applications
- Consider whether each application is fully completed – if not, it may be returned to the applicant or discarded from the process
- Highlight any gaps (in employment etc.) or potential concerns to be explored further should the candidate be long/shortlisted
- Look for evidence provided against the criteria set out in the person specification and the job description
- Apply the long/shortlisting criteria equally
- Normally only long/shortlist those applications that meet all the essential criteria set out in the person specification. However, if this is not clear in relation to any applications, it may be decided to long/shortlist and explore the issues further at interview.

If a greater than anticipated number of applicants all meet the essential criteria for the post, it may be decided to use any specified desirable criteria to make a selection for the long/shortlist.

o Self-Declaration at the Long or Shortlisting Stage

Long or Shortlisted candidates will be asked to complete a self-declaration of their criminal record or provide information that would make them unsuitable to work with children. They will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the candidate will be asked to physically sign a hard copy of the form at interview.

See overleaf, **** for further information on the declaration of offences and other relevant information.

******DECLARATION OF UNSPENT AND RELEVANT SPENT CRIMINAL OFFENCES AND OTHER RELEVANT INFORMATION**

The purpose of requiring a self-disclosure, or self-declaration, from long or shortlisted candidates is to give them an opportunity to share relevant information and allow this to be discussed and considered at interview before **an Enhanced DBS and other safeguarding checks are undertaken** should they later be made a conditional job offer. Information on self-disclosures will not automatically rule someone out. A **full DBS check will be carried out on making a conditional offer** and the two sets of information compared. Note that applicants will only be asked about 'unspent and relevant spent' convictions, cautions, reprimands, and warnings and these will be the only ones appearing on Disclosure certificates. Other minor, older offences will be filtered out after the relevant time period. Those offences to be declared include:

Cautions relating to an offence from a prescribed list (see below) agreed by Parliament

Cautions given less than 6 years ago (where the individual was over 18 years old at the time of the caution)

Cautions given less than 2 years ago (where the individual was under 18 years old at the time of the caution)

Convictions relating to an offence from a prescribed list (see below) agreed by Parliament

Convictions that resulted in a custodial sentence (regardless of whether served)

Convictions given less than 11 years ago (where the individual was over 18 years old at the time of the conviction)

Convictions given less than 5.5 years ago (where the individual was under 18 years old at the time of the conviction)

The prescribed list referred to above includes a range of offences which are serious, and which relate to sexual offending, violent offending and/or safeguarding. It is never appropriate to withhold details of offences on this list. A list of offences which **must always** be declared has been derived from the legislation and can be accessed using the following link:https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

Other information that will be required from applicants as part of their self-declaration may include, for example:

Whether they are included on the Barred list.

Whether they are prohibited from carrying out teaching work.

Whether they are prohibited from taking part in the management of an independent nursery.

Information about any criminal offences committed in any country in line with the law as applicable in England and Wales (i.e., not the law in their country of origin or where they were convicted).

If they are known to the police and children's social care.

If they have been disqualified from providing childcare; and

Any relevant overseas information.

Applicants will be asked to sign the self-declaration confirming that the information they have provided is true.

In addition to any self-declaration required, further checks will, in any event, be carried out by the *nursery* at the point of making a conditional offer of a post.

8. **References**

References are an important part of the process of gathering as much information as possible about potential new recruits and allow employers to obtain factual information to support their selection decisions.

References will normally be obtained following the long/shortlisting process (as applicable) and prior to interview. The application form will ask applicants if they are willing to allow referees to be contacted prior to interview and warned that they may not be shortlisted if not. This decision is at the discretion of the *nursery.*

Testimonials from applicants will not be accepted. Two references will always be requested directly from the referees.

Application forms will normally require the following in relation to referees provided by the applicant:

- One referee must be the current or last employer
- If the employer is/was a Nursery, then the referee provided must be the Manager
- Where the applicant is not currently working with children but has done so in the past, the second referee should be the employer by whom s/he was most recently employed in work with children.

Notwithstanding the above, where a candidate is not currently employed, verification of his/her most recent period of employment will normally be requested from the nursery.

Reference requests will normally be made by requiring the completion of a standard questionnaire. Use of a questionnaire helps to ensure that the prospective employer has the opportunity to obtain information in respect of all areas essential to the role. A letter from a referee may not cover all areas or provide all relevant information that the prospective employer requires.

A standard Reference Questionnaire, or other reference request, will normally ask about:

- Capacity in which the applicant is/was employed, dates, quality of work, relationships with colleagues, parents and children, strengths, areas for development, honesty, punctuality, and reliability
- Any current disciplinary/capability warnings, or such warnings which were current at the time of leaving
- Any disciplinary/capability action that is/was pending or unresolved
- Where the request relates to a teacher, any capability proceedings within the last two years
- The details of any expired warnings that relate to the safety and welfare of children or young people or behaviour towards children or young people
- Reason(s) for leaving if no longer in that employment
- Whether the referee is satisfied with the applicant's suitability to work with children, whether they would re-employ and whether the applicant is recommended for the post.

(The questionnaire will normally also include appropriate alternative questions for circumstances where an applicant is not known to a referee as an employee/worker or trainee). Referees will be provided with a copy of the job description and person specification for the role.

Sometimes, a referee may not be willing to complete a standard reference questionnaire or may not be willing to provide a reference at all. This may be because a particular organisation has a policy of simply not providing references, only providing basic standard information such as dates of employment or they may be restricted by what can be provided because a standard reference has been agreed as part of a settlement agreement. In these circumstances, it is at the discretion of the Nursery Manager to decide whether to accept this situation or to not proceed any further with the application. This may depend upon other information received and/or other checks that can be carried out.

The *nursery* will ensure that any reference provided electronically originates from a legitimate source. Referees will be contacted to clarify content where information provided is either vague or insufficient. Information on a candidate's application form will be compared with that in the reference and any discrepancies explored further with the candidate and/or referee. Any concerns will need to be resolved to the nursery's satisfaction before an appointment is confirmed.

Note: Health-related questions and references

Subject to the exceptional circumstances set out below, references requested prior to interview, or prior to a conditional job offer being made, will NOT ask about attendance or health-related matters. However, health-related questions may be asked of referees when a conditional offer of the post has been made. Therefore, a supplementary request for such further information from referees may be made at that stage, with an applicant's express permission.

It should be noted that the **Equality Act 2010** limits the circumstances in which a prospective employer can ask health-related questions of either a referee or the applicant before a conditional job offer is made. Questions may only be asked at an early stage to help to:

- Decide whether any reasonable adjustments need to be made for the applicant to be able to participate in the selection process
- Decide whether an applicant can carry out a function that is essential (intrinsic) to the job
- Monitor diversity among people making applications for jobs
- Take positive action to assist disabled people

- Clarify that a candidate does have a disability where the job genuinely requires the jobholder to have a disability.

Where any of these exceptional circumstances apply, information will be provided in the recruitment materials, requested as part of the application form/process and/or requested of referees, only as relevant to the circumstances.

9. **Interviews and other assessment tools**

Recruitment to all posts will involve an **interview** due to the essential requirement to question applicants about the job requirements and understanding/awareness of safeguarding issues, to explore any gaps, issues, or inconsistencies with the application and to assess interaction and responsiveness.

The Panel will meet prior to the interviews in order to carry out the necessary preparation for conducting the interview, which will normally include the following:

- A set of basic questions to ask of all long/shortlisted candidates, prepared in advance. However, additional follow-up questions are likely to be needed at the interview itself as a means of probing for additional information. These questions will depend upon initial responses given by individual candidates
- Inclusion of appropriate questions relating to the safeguarding and welfare of children and young people. This will depend upon the type and level of the post, but all posts have responsibility in this area, and it is important, therefore, to test motives, attitudes, awareness and understanding in relation to working with children
- Preparation of any additional questions that the Panel will need to ask of individual applicants about their applications, for example, gaps in employment history or any other concerns.
- Agreement by Panel members on the responses they are seeking to their questions and the type of responses that would cause concern.
- Agreement by panel members of who is to ask questions, take notes etc. Questions may be asked by one or all Panel members, with notes being taken of responses.

A grid will normally be used for the purpose of questions to be asked, expected and actual responses.

Other assessment and selection methods, in addition to an interview, may also be used. The nature of these additional tools will depend upon the type and level of the post. Other assessment methods may include, for example:

- Presentations
- Role plays
- Group exercises
- Observation (of teaching or activity with a class or group of children)
- Written tests
- Other data analysis exercises, In-tray exercises etc.

Children may be involved in the recruitment process in a meaningful way, for example, engaging in appropriately supervised interaction with candidates.

Assessment and Selection methods in addition to an interview are useful in obtaining a range of information about individuals, including assessing their interaction with others, both adults and children, teamwork, skills, and abilities to carry out particular tasks etc. Appropriate selection methods will be discussed and considered by the Panel, as relevant. Panel members will be well-briefed and/or trained in their use.

All information considered in decision making will be clearly recorded, along with decisions made in each case.

Interview invitations to long/shortlisted candidates will normally include the following:

- Details of date, time, venue
- Direction and/or map, together with details of parking arrangements

- Where to report on arrival
- Likely length of the interview and information about any tests or exercise to be included in the process
- Details of the scope of the interview (to be based on the person specification and to include exploration of each candidate's suitability to work with children, together with any issues arising from the application form or references)
- A form for completion for the purpose of making a self-declaration of their criminal record and provision of information that would make them unsuitable to work with children.
- A declaration form for completion for the purpose of checking that the person is not disqualified under childcare disqualification requirements
- Details of other documents that candidates will need to bring with them, e.g., proof of identity, documents for the Immigration, Asylum and Nationality check, qualification certificates.
- A request that candidates let the nursery know should they have any special requirements, or need any adaptations, to enable them to participate in the interview and selection process.
- A request that candidates inform the nursery of their intention to attend, or otherwise, together with the necessary contact details.

10. **Conditional offers of employment**

Any job offer made must be conditional as it will be subject to a variety of pre-employment checks and other conditions, as set out below. Some of these checks will apply to all potential new employees, others will apply only to certain categories of employee:

- **Two satisfactory references,** one of which should be the current or most recent employer *(If the candidate is not currently working with children but has done so in the past, the second referee should be the employer by whom s/he was most recently employed in work with children. This applies in circumstances where it has not been possible to obtain references prior to interview and also where supplementary reference requests are made at this stage in relation to obtaining further information about health and absences).*

- **A satisfactory medical assessment** *(the relevant forms will be enclosed, to be completed and returned as quickly as possible).*

- **The prospective employee not at any time being barred,** either totally or to a limited extent, from employment or work involving regular contact with children, young persons, or other vulnerable people, **nor to any other relevant prohibitions, sanctions, restrictions, or disqualifications** being applied to him/her or his/her employment.

- **Proof of Identity** (normally from current photographic ID and proof of address except where, in exceptional circumstances, none is available) which must include original birth certificate where possible.

- Receipt of **evidence to meet the requirements of the Immigration, Asylum and Nationality Act 2006**. *(The relevant lists of acceptable documents will be enclosed).*

- A satisfactory **Enhanced with Barred List check** through the Disclosure and Barring Service (DBS) for the existence and content of any criminal record. *(It will be emphasised that the Enhanced check includes a check on Barred Lists of those considered to be unsuitable to work with children or other vulnerable people, as relevant, in regulated activity. The candidate may be asked if s/he subscribes to the DBS Update Service, in which case, following sight of the certificate and with his/her express permission, the nursery may decide to carry out a real-time check online to ascertain whether or not his/her status has changed. However, as the candidate may not subscribe to this service, and/or the nursery may require a full new check to be carried out, details of the application process will also be stated, together with a request that the candidate makes the certificate available for viewing by the nursery as soon as it is received by him/her. If in*

exceptional circumstances, an individual is required to start work before the full DBS check is completed, a separate Barred List check will be obtained prior to commencement. It should be noted that the nursery WILL normally require that a full, new satisfactory DBS check has been received prior to commencing work. Where the establishment is a 16-19 Academy, Special post-16 institution or an Independent Training Provider, a satisfactory, full Enhanced DBS with Barred List check will always be required prior to an individual commencing work).
*(**See additional note for 16-19 Academies, Special Post-16 institutions and Independent Training Providers on Page 20).*

- For relevant posts, **completion of a declaration to ensure that the person is not disqualified under childcare disqualification requirements** set out in the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 from:
  - **working in early years provision,** inc. education, childcare and/or any supervised activity, both during and outside of nursery hours, with children up to and including reception age (i.e., from birth to the 1st of September following a child's 5th birthday).
  - **working in later years childcare nurseries** outside of nursery hours for children above reception age but who have not attained the age of eight; or
  - being **directly concerned in the management of such early or later years provision.**

- **Valid Home Office (UK Visas and Immigration) permission to work** in the UK in the post being offered.

- **For those to be appointed teaching posts/to carry out teaching work only – the prospective employee not being subject to a prohibition order or interim prohibition order** by the Secretary of State, pre-existing General Teaching Council for England or any other Authorised Body.

- **For teachers only *(other than where appointed specifically as an unqualified teacher)* - initial and continued recognition as a qualified teacher** *(original copies of all relevant certificates will be required, including confirmation of the award of Qualified Teacher Status (QTS), as issued by the Department for Education (DfE) or other Authorised Body; OR confirmation of the award of Qualified Teacher Learning and Skills (QTLS) status and membership of the Society for Education and Training (SET), as appropriate);*

- **Verification of other professional qualifications, where appropriate.**

- **For relevant posts, the prospective employee not being subject to a section 128 Barring Direction** which prohibits or restricts him/her from taking part in the management of an independent school.

- **Where applicable, any additional overseas checks** that may be carried out by the *nursery. (Prospective employees who have lived or worked overseas will first undergo the same checks as all others. In addition, if a candidate has lived/worked outside of the UK for 6 months or more over the last 10 years an overseas check will be processed. Extra care will also be exercised in taking up references).*

Statements will also be included within the conditional offer to the effect that:

(i) It will be an ongoing condition of the employment that the individual maintains the continued health and capacity to carry out duties relevant to the employment.

(ii) It will be **an ongoing condition of the employment** that the individual demonstrates and maintains at all times, **a command of spoken English** that is sufficient for the job role; and

(iii) **if the Enhanced Disclosure, or any of the other checks carried out, prove to be other than satisfactory** ('satisfactory' meaning satisfactory to the employer receiving the information); or the individual fails to provide any of the required information and/or if s/he has provided false

information in support of their application, the conditional offer of employment may be withdrawn, or s/he may otherwise you face dismissal, including summary dismissal, if s/he has exceptionally been allowed to commence work.

Any verbal offer that may be made prior to a written conditional offer will also clearly state that the offer is conditional.

The majority of checks must be satisfactorily completed before a prospective new employee starts work. Apart from the requirement to satisfactorily complete an induction or probationary period during the initial stages of employment in relevant cases, the only other check that may still be pending on starting work is the full Enhanced DBS with Barred List check. In exceptional circumstances, where the full check has not been received, the employee will be supervised until it has been received and deemed satisfactory. However, the Barred List part of the check must have been obtained prior to an individual starting work. The *nursery is under a specific duty not to allow a barred person to work in regulated activity.*

All employees and workers engaged by the nursery are deemed to be in 'Regulated Activity' (RA) whatever their role and are, therefore, subject to a full Enhanced with Barred List(s) Check through the DBS. An Enhanced with Barred List check for the Children's Workforce will always be required. In some circumstances, an Enhanced with Barred List check may also be required for the Adult Workforce where an individual is expected to provide RA for adults (18+) as well as undertaking work with children.

In any event, it should be noted that new employees will not be able to commence work and will not be placed on the payroll until the following have been received:

- A satisfactory medical assessment
- Two satisfactory references *(unless it has not been possible to obtain one or more references and the nursery has, exceptionally, decided to proceed with the appointment on the basis of other checks carried out)*
- Relevant qualification certificates
- Evidence to meet the requirements of the Immigration, Asylum and Nationality Act 2006
- A satisfactory Barred List(s) Check and submission of a full Enhanced DBS application. *(It should be noted that the nursery's normal requirement is that a full, new satisfactory DBS check has been received prior to commencement and placement on the payroll)*
- For relevant posts, a declaration completed by the individual to ensure that s/he is not disqualified under childcare disqualification requirements set out in the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- Valid Home Office (UK Visas and Immigration) permission to work in the UK in the post being offered, and
- Those appointed to teaching posts/carry out teaching work only – confirmation that s/he is not subject to a prohibition order or interim prohibition order
- For relevant posts – confirmation that s/he is not subject to a section 128 Barring Direction
- Where applicable, any additional overseas checks that may be carried out by the nursery.

Conditional offer letters will include the following:

- Job title/role and start date
- Relevant details relating to the position, e.g., type of contract and hours, if fixed term details of expiry date and/or circumstances/conditions
- Pay and conditions of service applicable
- Payment arrangements and a request for account details, P45 and National Insurance number
- Pre-employment checks that need to be satisfactorily carried out before the offer can be finally confirmed (see above)
- Any other relevant conditions applicable, action to be taken or information to be provided.

In circumstances where any of the pre-employment checks prove to be unsatisfactory, a conditional offer will be withdrawn where the nursery considers it appropriate to do so.

A candidate receiving a conditional offer, whether verbal or written, should not, therefore, assume this to be a guarantee of employment.

11. **Use of agency workers**

On occasion it may be necessary to utilise workers provided by an external Agency, for example to cover short to medium-term absences or vacancies.

In order to ensure the safety and welfare of children and young persons, it is essential that Agencies supplying workers to the education sector also adopt robust recruitment and vetting procedures that minimise the risk of employing people who may abuse them, or who are otherwise unsuited to such work.

In these circumstances, Agencies will be required to provide written assurances about their recruitment and selection practices and, in particular, that workers supplied by them have been subject to similar checks and safeguards in place for new employees and workers taken on directly by the nursery. For this purpose, Agencies will normally be required to complete a standard questionnaire to the satisfaction of the Manager before workers will be accepted from a particular organisation.

The standard questionnaire issued to Agencies for written confirmation that all necessary checks are carried out before their workers are deployed will include all essential areas of the checking process, i.e. to confirm that they have carried out Enhanced DBS and Barred List(s) checks, checks to meet the childcare disqualification requirements under the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, Prohibition Order checks, additional checks on people who have lived or worked outside the UK, section 128 Barring Direction checks, Identity and Immigration, Asylum and Nationality Act checks, as well as checks of medical fitness, qualifications, references, reasons for leaving previous positions, command of spoken English, pay and conditions, Employer's Liability, equal opportunities and compliance with Agency Worker Regulations.

Where an Agency has obtained an Enhanced DBS certificate before the person is due to begin work at the nursery, which has disclosed any matter or information, or any information was provided to the Agency, the nursery will obtain a copy of the certificate from the Agency.

The nursery will check the identity of the person presenting themselves for work on arrival.

12. **Use of volunteers**

Children and young people will see volunteers within a nursery in the same way as its other employees. They will not know that they are unpaid and will assume they are safe and trustworthy adults, just like anyone else within their educational environment. Therefore, it is important that volunteers are also subject to a checking process to ensure that they are indeed safe to be in contact with children. The principles of safer recruitment will be applied whether an individual is paid or unpaid.

Volunteers may be used in a variety of different roles. Safer recruitment principles will be adapted and/or applied with common sense depending upon an individual's involvement and interaction with children, whether it is regular contact or 'one-off,' whether they are being supervised etc. For example, if a parent volunteers as part of a group helping out on a one-off basis such as a fete, nursery disco or a day trip, there is no need for a formal recruitment or checking process.

In circumstances where a volunteer is likely to have an on-going role that includes regular contact with children, then a similar recruitment and selection process will be applied as would be used to recruit an employee. The process will be presented in a less formal manner, but the principles of safer recruitment are the same. In these cases, the recruitment process will include:

- Provision of information about the nursery's commitment to the safeguarding of children
- The requirement to complete an application form specially designed for volunteers
- Obtaining references
- A face-to-face interview
- Where the individual is deemed to be in 'regulated activity,' an Enhanced DBS with Children's Barred List check OR where the individual will be adequately supervised and, therefore, not in regulated activity, an Enhanced Disclosure without Children's Barred List check. In some circumstances, an Enhanced Disclosure with Adult Barred List check may also be required. (See also 3. above, 'Regulated Activity')
- Where the individual will be working in a relevant role, a check to ensure that s/he is not disqualified under childcare disqualification requirements set out in the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- Any other checks considered to be relevant to the role.

Where volunteers are recruited from another Institution or Organisation, assurances will be obtained from the establishment concerned that the individual has been subject to a proper recruitment process that includes the necessary safeguards.

Volunteers will be provided with an appropriate induction as referred to in 16. below.

13. **Single central register (SCR) of checks**

The nursery will ensure that it complies with statutory requirements for information to be recorded and retained on its SCR of pre-employment checks carried out in relation to employees and workers employed or engaged directly (including, for example, casual supply workers, specialists such as sports coaches and teacher trainees on salaried routes), Agency and third-party supply staff, as well as others who work in regular contact with children/children, such as volunteers (including volunteer Governors). All members of the Governing Body will also be recorded, whether or not they come into regular contact with children/children. The SCR is maintained by US HR and Nursery managers and the NI have access to all documentation online.

Generally, the information that will be recorded on employees/workers is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- an identity checks.
- a check to establish the person's right to work in the United Kingdom.
- a Barred List(s) check. *(In relevant circumstances, Special and, possibly, some Secondary schools may require an Adult Barred List check to be carried out in addition to the Children's Barred List check).*
- an Enhanced DBS check requested/certificate provided. *(In relevant circumstances, Special and, possibly, some Secondary schools may require an Enhanced DBS check for both the Children's and Adult Workforces).*
- a check of professional qualifications.
- additional checks on people who have lived or worked outside the UK.
- for teaching appointments/those carrying out teaching work, a prohibition from teaching check.
- for relevant posts, a section 128 Barring Direction check (prohibits or restricts a person from taking part in the management of an independent school, inc. Academies and Free schools. Note that a s.128 direction also prohibits a person from taking up a position as governor of a maintained school).

Although not currently a statutory requirement, the nursery will also record on the SCR –

- for relevant posts, a check to meet childcare disqualification requirements set out in the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

The nursery may also decide to include other, non-statutory checks and persons – for example, dates of safeguarding and safer recruitment training, checks on volunteers and governors (inc. Section 128 checks on the latter), details of fee-funded trainee teachers, the name of the person who carried out each check - on the SCR for its own purposes.

Agencies and other third-party organisations supplying staff/workers to the *nursery* will be asked to provide written confirmation that all the necessary checks are carried out. This confirmation will then be attached to the SCR.

There is no requirement to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. However, where the *nursery,* with an individual's express permission, chooses to retain a copy and has a valid reason for doing so, this will not be retained for longer than six months. When the information is destroyed the *nursery* will keep a record of the fact that vetting was carried out, the result and the recruitment decision taken. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file.

The details of an individual will be removed from the 'live' SCR once they no longer work at the *nursery.* However, the information will be retained in an archive.

14. **Other record keeping and retention of personal data**

Data relating to all recruitment and selection processes will be retained for a specified time.

Retention of Data relating to Unsuccessful Applicants

All application forms, long/shortlisting grids, interview notes and any other documentation used will be securely retained on a recruitment file for a period of one year from the end date of the selection process (i.e., from the date when a conditional offer has been made and other candidates informed that they have been unsuccessful).

The information will be destroyed in a confidential manner after this period of time.

Retention of Data for Successful Applicants

All application forms, long/shortlisting grids, interview notes and any other documentation used will be securely retained on a personnel file. This information forms part of the individual's personal record and on-going employment history.

The personnel file will normally contain the following information:

- Application form
- Other paperwork related to the recruitment process, i.e., Interview and other notes, letters forming part of the process etc.
- Offer letter
- Pre-employment vetting documents, i.e., photographic identification, documentation to meet the requirements of the Immigration, Asylum and Nationality Act, Disclosure details (not the full certificate – but see 14. above in relation to short-term retention), documentation to meet the requirements of childcare disqualification legislation (personal and/or personal sensitive data will not be stored about an employee/worker's other household members without their consent), evidence of right to work and remain in the UK, as relevant and applicable
- Copies of original vocational or academic qualification certificates, as applicable
- Two satisfactory references

- Confirmation of satisfactory medical assessment
- Copy of contract
- Other relevant employment documentation throughout the individual's period of service.
- Details of any allegation(s) against an employee found to be malicious or false will be removed from personnel records unless the individual gives their consent for retention of the information. However, information relating to all other allegation(s), as well as low-level concerns, will be retained in accordance with statutory guidance issued by the DfE *(see below*).*

The personnel records of all employees will be retained for a minimum of 7 years after they have left the employment. However, **where an employee has been the subject of an allegation(s)** the record will be retained at least until the accused has reached **normal retirement age or for a period of 10 years if that is longer.**

DfE statutory guidance 'Keeping Children Safe in Education' in Part 4 on dealing with 'Allegations made against/Concerns raised in relation to Teachers, including Supply Teachers, Other Staff, Volunteers and Contractors' states that "details of allegations following an investigation that are found to have been malicious or false should be removed from personnel records. However, **for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved and a note of any action taken, and decisions reached and the outcome" ……are "kept on the file of the person accused." A copy should also be "provided to the person concerned, where agreed by children's social care or the police," as well as "a declaration on whether the information will be referred to in any future reference. The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time." The guidance also requires that **"Schools and Colleges have an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry" …. All other records should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer."***

*Note also that the DfE guidance referred to above states **in relation to references** "Cases in which an allegation was proven to be false, unfounded, unsubstantiated or malicious should not be included in employer references. Any repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated or malicious should also not be included in any reference." Substantiated allegations should be included in references, provided that the information is factual and does not include opinions."*

*In relation to **low-level concerns**, KCSIE states that "all low-level concerns should be recorded in writing. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible." It is for the nursery to "decide where these records are kept but they must be kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation." Also "it is for nurseries and colleges to decide how long they retain such information, but KCSIE recommends that it is retained at least until the individual leaves their employment."*

KCSIE also states that "low-level concerns should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. A low-level concern that relates exclusively to safeguarding should not be referred to in a reference. However, where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it should be referred to in a reference."

The nursery will at all times comply with the statutory KCSIE guidance in respect of record keeping and retention in relation to both allegations and low-level concerns raised against staff and others.

15. **Data protection**

The nursery will collect and process personal data in full compliance with its obligations under the General Data Protection Regulation (GDPR) (EU) 2016/679 and the Data Protection Act 2018 by keeping the personal data of employees and workers up-to-date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data, by protecting your personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate measures are in place to protect personal data.

The nursery will keep the personal data of employees and workers confidential and share it only with persons with a genuine need to know, such as the Local Authority, Department for Education (DfE), Disclosure and Barring Service (DBS) and/or the Teaching Regulation Agency (TRA), in relation to relevant matters. The nursery may also share the personal data of employees and with other third parties, but only where this is necessary to comply with a legal obligation or is permitted under UK law.

For further information relating to the Data Protection arrangements, employees/workers should refer to the nursery's Privacy Notice and other associated documents. These can be located on the nursery's website or otherwise by contacting the office.

16. **Induction**

Induction is an extension of the recruitment process. Good recruitment and selection procedures help to ensure that the best person is appointed to the role, but it is equally important to induct him or her properly on commencement.

A general Induction Programme is required for all new recruits, including those already within the organisation but appointed to new roles. The general induction programme will include, **for all**, information on professional standards and boundaries in respect of child protection and safeguarding and promoting the health, safety, and welfare of children. Reference will be made to relevant statutory requirements and/or local guidance in these areas. Statutory guidance includes, in particular, the DfE documents:

- **'Keeping Children Safe in Education'** - all staff will be required to read at least 'Part One – Safeguarding Information for All Staff' or Annex A, a condensed version of Part One. All staff and others working directly with children will be required to read Part One. The school will determine whether others are required to read Part One or Annex A. Strategies will be put in place to ensure that staff understand and are able to discharge their role and responsibilities in respect of Part One, or Annex A, as appropriate. In addition, Annex B to the document contains important additional information about specific forms of abuse and safeguarding issues and, in these circumstances, nursery leaders and those staff working directly with children will be required to read it. Copies will be provided to staff and others, as appropriate; and
- **'Working Together to Safeguard Children'** - to be read and followed by designated safeguarding leads.

The importance of adhering to nursery policies and procedures in these and all other areas will also be emphasised. Care will be taken to ensure that all new employees, including those in new roles, are aware of and understand nursery policies, procedures and practices and are clear about their responsibilities in following them at all times. In particular, staff induction will include explanation of the:

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Behaviour Policy
- Code of Conduct/Staff Behaviour Policy.
- Safeguarding response to children who go missing from education; and the
- Role of the Designated Safeguarding Lead (including the identity of the designated safeguarding lead and any deputies).

- Fire evacuation procedures

Copies of policies will be provided as appropriate.

Agency workers, as well as volunteers, will also receive all necessary information and guidance to enable them to carry out their temporary role effectively and in accordance with statutory requirements, as well as the establishment's policies, procedures and practices. This will include in relation to child protection and safeguarding arrangements, the Code of Conduct, and any other relevant protocols which they will be required to adhere to as an essential part of their role.

17. **A SAFE CULTURE AND ON-GOING VIGILANCE**

It is never sufficient to assume that a safer recruitment and selection process and robust induction arrangements are enough to ensure that the children are safe and that there is no risk to them within the educational environment. Creation of a safe culture, with on-going vigilance provided by a coordinated whole *nursery* approach is essential.

The *nursery* will continue to strive to create and maintain a safer culture by:

- Having in place, and putting into practice, clear policies and procedures and ensuring that all employees and workers are aware of and understand them
- Nursery acceptable standards of behaviour
- Having in place clear procedures for reporting concerns, ensuring that all employees and workers know what the procedures are and their responsibility for following them
- Taking concerns seriously and providing support to individuals raising them
- Taking appropriate action in relation to concerns raised
- Having in place robust and appropriate induction arrangements
- Ensuring that all employees and workers undertake child protection and other relevant training on a regular basis
- Keeping the commitment to safeguarding and child protection on the agenda through regular reminders and updates, for example, via email, bulletins, staff meetings, training sessions etc., as appropriate.
- Learning from experience
- Never thinking that enough has been done to ensure a safe culture.

NOTE

A checklist of **the main steps in the Safer Recruitment process**, as described in this policy document, is attached as Appendix 1.