



Safe recruitment policy and staff induction

Dynamic Ducks has a duty under the Children's Act 2004 and statutory guidance documents, to ensure that all staff are suitable for their job role. To ensure safer recruitment approaches are implemented when employing staff or volunteers, the following policy will be implemented to ensure a robust and consistent approach.

The named recruitment leads within Dynamic Ducks are the Designated Safeguarding Lead (DSL - Manager) and Deputy who have overall responsibility for the recruitment of qualified and suitable staff. Interviewers will have undertaken Safer Recruitment Training.

Visitors on Dynamic Ducks premises and should not be left alone with children or included in ratios.

Procedure

Safer Recruitment procedure:

Job description / Person specification:

There will be a job description and person specification for every position. The person specification will provide a detailed summary of the expectation of a candidate's suitability for the role. The job description and person specification will include a statement on the responsibility of the member of staff to safeguard and promote the welfare of children.

Criteria for selection:

Prior to the recruitment process commencing, interviewers will agree the shortlisting criteria, using the person specification. Secondly, pre-agree the interview questions based on the post to be used to conduct the interview and the template to be used for responses.

Advertising:

The posts will be advertised, and job adverts will clearly state the position, required skills, knowledge, values, attitudes, expected qualifications and experience. Adverts will also include the hours and salary for the position. Job adverts will inform candidates that an enhanced DBS check (at the appropriate level) will be required for the post and will signpost candidates to the relevant policies and procedures to read prior to application.

Applications:

The candidates will be asked to complete a Dynamic Ducks application form, providing an explanation for any gaps in their employment history.

All candidates will be invited to review the status of any prior cautions, convictions or reprimands, and informed should they be successfully shortlisted – they will be required to self-disclose at interview. Further information can be found:

<http://hub.unlock.org.uk/contact/>

Shortlisting:

Candidates will be shortlisted according to the criteria set out in the person specification on review of the application form.

Pre-interview:

Candidates who are successfully shortlisted will be informed of the documents they will need to provide as evidence at interview.

Additionally, they will be sent a 'self-declaration' form. This form will enable candidates to share any information regarding un-spent criminal convictions, reprimands, warnings or cautions at the point of interview. Candidates will be asked to bring the self-disclosure to interview and will provide it to the interviewer.

We are able to conduct media searches on candidates by using search engines such as Google to explore a brief overview of any potential criminal activity within the public domain.

Interviews:

- Interviews will be undertaken by at least two people, both of whom must have completed Safer Recruitment training. The interviewers will check the candidate's suitability by ensuring they:
 - Have seen the original qualification certificates and verified the copy.
 - Have checked right to work, copied and validated identity documents.
 - Have seen the original DBS certificate and recorded the relevant details from the certificate.
 - Have confirmed if the candidate is on the update service.
 - Have probed candidate's values and attitudes to working with children.
 - Checked any gaps / inconsistencies / clarifications highlighted on the application form.
 - Have ensured the self-declaration form has been provided and fully completed.

Decision to appoint:

Successful candidates will be sent an employment offer letter clearly stating that the position is subject to all pre-appointment checks being completed, including DBS check and satisfactory references.

References:

Candidates must provide five years of their most recent employment/education references. If this period is not met within their two most recent references, further references may be sought to cover this time period.

- The first reference must be from the candidate's current or most recent employer.
- The second reference must be from the next consecutive most recent employer.
- If both references are in relation to roles outside of childcare, the candidate's employment history should be reviewed to undertake an appropriate childcare reference outside of this.
- It is not advised to accept references from a personal email, however if the only option is a reference in this way then additional verification must be sought.
- References must confirm the position held by the candidate and the dates within which they were employed. To be acceptable, references should also indicate whether the candidate was subject to any disciplinary action and whether there are any known reasons why the candidate should not work with children.
- You must make every endeavour to receive work references and cover any gaps in employment. For instance: If a place of work in the last 5 years has closed down, moved or no longer operating under the same name, the candidate can supply their HMRC statement. This will show the dates worked and salary earned and can become proof of employment to cover a period of time. This does not cover the safeguarding element of a reference and this is why the DBS is so important.

- Candidates will be asked to provide evidence for any gaps in employment/education.
- All references must be received before commencement of employment.
- Suitable candidates must not commence employment until the manager has deemed the suitability checks sufficient.

DBS checks:

All candidates are subject to an Enhanced Disclosure and Barring Service check at the relevant level. In relation to the DBS process, the following will be implemented:

- Update service: If a candidate produces a DBS check on the update service, the previous role listed, and the level of check must be validated as appropriate for the role they are applying for. The details of the DBS check must be recorded, the update service checked, and the date of the check and outcome recorded in the staffs file
- All candidates who are not on the update service will complete an Enhanced Disclosure and Barring Service check.
- All new staff are advised to join and pay for the update service if they are not already subscribed. This is an approximate cost of £13 per year and is the responsibility of the employee. This must be completed within 19 days of their DBS application.

Overseas DBS:

- Overseas checks must be sought if a candidate has lived outside of the UK for 6 months or more over a 5-year period, or 12 months or more over a 10-year period. For further information: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Information declared on self-disclosure / DBS certificate:

When the original certificate is seen and there is information disclosed within it, the following steps must be taken:

- The Disclosure DBS Risk Assessment form must be completed to establish if the candidate is suitable.

Commencement of employment:

Successful candidates will be required to undertake the Dynamic Ducks induction training, which guides them through the company's policies and procedures.

All new staff will be subject to a 3-month probation period with regular reviews. Probation periods may be extended if necessary.

On-going culture of vigilance

Staff files, the Single Central Staff Record and DBS's are kept up to date for all staff and volunteers:

- All staff will be expected to participate and complete the ongoing suitability checks provided.
- It is the individual's responsibility to inform Dynamic Ducks if there are any changes to their circumstances in between reviews.
- All DBS checks are subject to a regular review (at least every 3 years) and are kept current. Staff who are subscribed to the DBS update service will be reviewed via the DBS updates website. The proof of ongoing suitability will be stored in the relevant staff file.

Further guidance

- Keeping Children Safe in Education 2022:
- [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Staff induction will include:

- Introduction to their colleagues, children and parents/carers.
- Introduction and overview of key policies. Location of policies, all of which must be read and understood. A time period will be agreed upon for completion of policy reading and understanding. Staff must sign a policy confirmation form to confirm that they have read and understood them; the signed form will be kept on file.
- Signing in/out.
- Tour of the premises to include: identification of all fire exits and assembly points, location of first aid kit and fire safety equipment, and information about the emergency evacuation procedures; outside play areas, collection points at the school, route that we use at Dynamic Ducks etc, and identification of any known hazards. Location of our resources/equipment etc are stored.
- Staff will receive Terms and Conditions of Employment, ie holiday, sickness, code of conduct and a signed contract retained on personnel file and a copy for staff.
- Overview of all aspects of the day-to-day management and running of Dynamic Ducks including schedule/timings.
- Explanation of Dynamic Ducks's obligation to comply with the Early Years Foundation Stage (EYFS) and our **EYFS Policy and Procedure** and a list of EYFS children.
- Explanation of the processes for supervisory/appraisal, training and development and rotas.
- Safeguarding Policy and Procedure.

All new employments are subject to successful completion of a three-month probationary period.

Supervisions and Appraisals.

Dynamic Ducks holds monthly/termly supervisory and annual appraisal meetings with individual staff. The Manager sets targets termly in supervisions and identifies any additional needs or support. It is also a time to raise issues and find solutions. The appraisal will reflect on progress and challenges over the previous year and identify current knowledge and skills, areas for future development and potential training needs.

Training

The Manager holds up to date records of staff qualifications and will identify and promote suitable training courses for staff so that they can expand their continued professional development and keep their knowledge of childcare and playwork issues up to date. Staff are expected to attend training courses as and when requested by the Manager. In house training, will also be given when necessary.

Staff meetings

At Dynamic Ducks we have daily recorded briefings. The staff briefings provide a forum in which staff can share information, solve problems and raise work issues/concerns about children. This sheet is completed prior to the session and allows staff to know if any visitors are expected onsite also. Staff meetings will also be held with the management team on a half-termly basis.

DBS checks

New staff will only be allowed to work unsupervised with children once we have received a satisfactory enhanced DBS result. If we decide to allow a new member of staff to begin work pending the completion of their DBS, our Risk Assessment will be such that they will not be permitted to be unsupervised with any child/ren until their DBS has been received. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

DBS checks for all staff will be updated every three years as a matter of good practice if the staff member is not registered on the Update Service. All staff will register for the update service as a contractual requirement and the Management reserve the right to check their DBS on the Update Service annually, unless there is a cause to do so sooner. Information about the status of DBS checks for all staff is kept on our **Single Central Record**.

If a DBS result is received with adverse information that directly affects their position, under the 3-month probationary period, the Contract of Employment will be terminated.

If a DBS result is received with adverse information that does not directly affect their position, Dynamic Ducks Management will carry out a 1:1 interview with the member of staff, risk assess and make a decision accordingly whether their Contract of Employment is terminated or continued with a regular review and monitor process in place.

SAFE RECRUITMENT POLICY AND STAFF INDUCTION

Disqualification

Dynamic Ducks as well as our landlords require all staff to complete a Staff Disqualification Form. Dynamic Ducks will assess all applicants accordingly and risk assessed on an individual basis if they have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. If a member of staff becomes disqualified, we will terminate their employment and notify Ofsted and the Disclosure Barring Service.

This policy was adopted by: Dynamic Ducks Ltd	Date: April 2024
To be reviewed: April 2025	Signed: E Wilkinson- Duck

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare requirements: Suitable People and Disqualification [3.9-3.15].