



Safe recruitment policy and staff induction

Dynamic Ducks strictly follows safe recruitment practices to ensure that all people working with the children in our care are safe and suitable to do so. When recruiting staff we will follow the procedures set out below.

Advertising the vacancy:

- We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children.

Initial enquiry

Upon enquiring about a vacancy, we will send potential candidates:

- A job description
- An application form
- A declaration that all information is correct
- A section under the Rehabilitation of Offenders Act 1973 that asks if the applicant has been awaiting a verdict, convicted, or cautioned for any relevant offence
- A request for the contact details of two referees one of which should be the last employer; (if this is the candidate's first job, their course tutor is a suitable alternative)

In order to be considered for interview, all applicants must submit a application form by the stated closing date. We will only accept CVs if they are also accompanied by our standard application form completed as required.

Interview procedure:

We will notify all candidates selected for interview by letter. All candidates will be asked to bring the following items to the interview:

- Proof of identity, eg passport, driving licence or birth certificate
- Proof of address, eg recent utility bill (not mobile phone) or bank statement
- Proof of qualifications, ie the relevant certificates
- For non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act 2009)

The interview will be conducted by a minimum of two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form, for example gaps in career history, etc. All candidates will also be asked to participate in a session with the children for an hour so that they can be observed interacting with the staff and children. Only when all candidates have been interviewed and observed in a session will we make our final selection.

Appointing a new member of staff:

When we have selected the successful candidate, we will:

- Send them a written offer, which will clearly state that employment is subject to the receipt of suitable references, a clear enhanced DBS check and completion of a probationary period.
- Contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
- Initiate an enhanced DBS check.
- Register on the update service
- Complete a medical questionnaire.
- Notify any unsuccessful applicants.
- We will also take photocopies of the new member of staff's qualification certificates.

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.

SAFE RECRUITMENT POLICY AND STAFF INDUCTION

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.

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 **Central DBS Record** form.

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.

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Disqualification

Dynamic Ducks as well as our landlords require all staff to complete a Staff Disqualification Form. Dynamic Ducks will not employ staff or volunteers who 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: March 2020
To be reviewed: March 2021	Signed: E Duck

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Suitable People and Disqualification [3.9-3.15].