



Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is a requirement of the EYFS that everyone over the age of 16 works at a childcare setting must have an enhanced DBS check and barred list check.

The following procedures are in place when seeking to employ staff (e.g. assistants or cleaners) to work in our setting, whether or not they will be in contact with the children:

- Candidates will be warned that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police;
- We will seek a minimum of 2 references – ideally prior to interview; appointment will be conditional upon the receipt of at least 2 satisfactory references;
- If the candidate is currently working with children on either a paid or voluntary basis, we will ask their current employer about any disciplinary offences relating to children, including any for which the penalty is time expired, and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure;
- If the candidate is not currently working with children but has in the past, we will ask previous employer about above issues.

Short listed candidates will be interviewed. During the interview, we will:

- Verify the candidate's identity;
- Assess the candidate's attitude toward children and young people;
- Establish reasons for any gaps in the candidate's employment history;
- Explore any concerns or discrepancies arising from the information provided by the candidate and/or a referee;
- Ask for proof of relevant qualifications.

Shaw Village Pre School

Holy Trinity Church, Shaw Village Centre, Ramleaze Drive, Shaw, Swindon, SN5 5PY

Telephone Number: 07488297871 Email: : shawvillagepreschool@googlemail.com

Ofsted Registration Number: 2574436



We will have a minimum of a 3 month probationary period

All staff will undergo an induction programme where we will:

- Provide information and where required training on our setting's policies and procedures
- Ensure the staff member understands their role in ensuring the safety of the children in our care, including recognising signs and symptoms of abuse and procedures to follow in case of concern
- Staff who are in direct contact with children will undertake safeguarding training
- Support staff to understand their role and responsibilities and our expectations
- Provide information about personnel procedures, including details of disciplinary, capability and whistle blowing policies and procedures

We are aware of the convictions, cautions, court orders, reprimands and warnings that lead to individuals being disqualified from working with children under the Childcare Act 2006.

Signed: _____

Date: _____

Review Date: _____

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