

# Bow Lane Pre-school

## The Safeguarding and Welfare Requirements: Staff qualifications, training, support and skills

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## Staffing, Employment and Recruitment Policy

### 3.4 Staff Recruitment

The pre-school aims to offer a high quality experience to both children and adults in the group.

#### Recruitment

Bow Lane Pre-school will evaluate and review every vacancy. We are committed to equality of opportunity in our recruitment and employment practices. We aim to ensure that employment and progression within our organisation are determined solely by application of objective criteria and personal merit.

#### Policy Statement

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.4 Key person	3.4 The wider context	

#### Advertising

In the interest of Equal Opportunities, the pre-school will ensure that all job vacancies are advertised in a wide variety of places; to attract applicants from all the community. The advertisements will be placed in the pre-school setting, and on the local employment websites.

Wording of the advert will communicate clearly the organisation's specific requirements and will not use discriminatory language, unnecessary jargon or superfluous details.

#### Interviewing

The Pre-school will shortlist candidates against the job specification, inviting them to attend for an interview. The pre-school will avoid making biased judgements and select the best candidate for the job.

#### Employing Staff

The Pre-school will ensure to investigate checks and references, notifying Ofsted about staff appointments if appropriate and prepare an induction package and assign a mentor. Two

references will be required for staff employed at the pre-school and one in the case of students who are from our local college (South Thames College). At least one of the references for employed staff will be from their last employment and any gaps in employment history will be explored.

### **Reviewing the Policy**

Staffing, employment and recruitment procedures and practices will be kept under review annually, to ensure individuals are recruited, selected, trained and promoted on the basis of their abilities, merits and requirements for the job.

All permanent staff must be registered as a "fit" person, be DBS checked and have an Enhanced Disclosure. All staff complete a 'Declaration of ongoing suitability' document yearly which includes the section on disqualification by association.

### **Staffing**

No applicant, trainee applicant, employee of trainee will be treated less favourably than another.

The pre-school employs people in accordance with our equal opportunities policy.

The pre-school actively encourages staff training and facilitates opportunities for this.

Staff are qualified in accordance with the regulations set out by OFSTED.

All new staff will be required to complete an induction course during their probationary period and will be allocated a mentor.

Staff will be supported by means of regular appraisals, at least once a year and will receive supervision time at least once a term or where necessary.

### **Safe Recruitment**

The pre-school is responsible for ensuring that the adults looking after the children, or having unsupervised access to them, are suitable to do so.

The pre-school ensures that all staff employed to look after the children are suitable to do so and, as such, all staff will have an enhanced Disclosure and barring (DBS) check.

Any person whose suitability has not been checked will not be allowed to have unsupervised contact with the children being cared for in the setting.

This policy was adopted at a meeting of Bow Lane Pre-school name of setting

Held on 3rd September 2019 (date)

Date to be reviewed 3rd September 2020 (date)

Signed on behalf of Bow Lane  
Pre-school

Name of signatory Gaye Hooker

Role of signatory Owner