



## **STAFF - SAFE RECRUITMENT, INDUCTION AND DEVELOPMENT POLICY**

Fusion Pre-School Southdown 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 including DBS forms, Staff Disqualification Declaration, Health forms and Personal Details.

### **The application form includes:**

- Instructions that the application form must be completed by hand
- 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 hand-written 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)

All candidates will be asked the same set of questions by the interviewers (a minimum of 2). 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.

**Disqualification:** Fusion Pre-School Southdown as well as our landlords require all staff to complete a Staff Disqualification Form. Fusion Pre-School Southdown 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 the Childcare (Disqualification) Regulations 2009 made under section 75 of the Childcare Act 2006.

**Appointing a new member of staff:** When we have selected the successful candidate, we will:

- Carry out online searches
- 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.
- Read and understand Fusion's policies and procedures and have signed the relevant slip.
- Register on the update service
- Complete a health questionnaire.
- Notify any unsuccessful applicants.
- Take photocopies of candidate's certificates for their CPD personnel folder.
- A copy of all relevant documents will be kept for the candidate's personnel folder.

**Immigration status:** The management is aware of Asylum and Immigration Act requirements and will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving licence, passport, and NI number.

**Staff induction and Staff Development:**

Fusion Pre-School Southdown aims to have a team of well-motivated, highly skilled and professional staff. We recognise that our employees are one of our most valuable assets and we want to ensure that we provide training opportunities for all staff, so they develop professionally. In return for Fusion Pre-School Southdown investing in staff and staff developing their knowledge and their job satisfaction, Fusion Pre-School Southdown's practice will continually improve. Staff at Fusion Pre-School Southdown are motivated and enthusiastic as well as passionate about their job and continued professional development is one of the ways staff feel valued. The aim of this policy is the enhancement and enrichment of each staff member as an individual.

### **Fusion Pre-School Southdown aims to:**

- Create an environment where staff take a shared responsibility for their own individual effectiveness, personal and career development.
- Staff are required to undertake and attend statutory courses off site as well as in house training. We have a Noodle membership and staff are able to develop their own CPD through this wide variety of courses.
- Have regular inhouse training and weekly reminders during briefing.
- Monitor and maintain clear staff recruitment procedures, always ensuring equality of opportunity.
- Provide a comprehensive induction programme for new staff and re-induct existing staff every academic year.
- Maintain a strong supervisory and appraisal system to support staff in developing their careers further and evaluate their practice.
- Maintain staff development and training records- CPD (Continued Professional Development) and ensure opportunities to develop.

### **Staff induction will include:**

- Introduction to their colleagues, children and parents/carers.
- Introduction and overview of key policies, Safeguarding/Child Protection. 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 procedure.
- 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 Fusion Pre-School Southdown etc, and identification of any known hazards. Location and storage areas of our resources/equipment etc.
- Staff will receive Staff Handbook and 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 Fusion Pre-School Southdown including schedule/timings.
- Explanation of Fusion's obligation to comply with the Early Years Foundation Stage (EYFS) and our **EYFS Policy and Procedure**
- Explanation of the processes for supervisory/appraisal, training and development and rotas.
- Safeguarding Policy and Procedure as well as Health and Safety Policy.

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

**Supervisories/Appraisals:** Fusion Pre-School Southdown holds 3 monthly/termly supervisory and annual appraisal meetings with individual staff. The Leader and staff member set targets and identifies any additional needs or support. It is also a time to raise any concerns and work together to 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. This ensures staff perform their role effectively and ultimately contributes towards Fusion's aims, values, objectives. When training needs are identified, the management does their utmost to source relevant training.

**Training:** Fusion Pre-School Southdown holds up to date records of staff qualifications and will identify and promote suitable training courses for staff so they can expand their Continued Professional Development and keep their knowledge of childcare and playwork current and relevant. Staff are expected to attend training courses as and when requested by the Leader. Internal training will also be given when necessary and or required and identified. Training can be online, via zoom or other platforms, face to face- attending a course or internal. If a staff member has attended training by an external provider, on their return they have a 1:1 feedback meeting with the Leader. The Leader will then assess how to implement knowledge gained to others within the team, this could include sharing the knowledge in the form of in-house training, reminders in staff briefing, providing resources and activities to reinforce training within the setting. Peer learning and sharing of practice is a very successful method, as it provides staff a time for discussion.

Fusion Pre-School Southdown is also a member of Pro-Action Hertfordshire, who are a local organisation that provides training for the Childcare Sector and we also have access to Herts for Learning. Fusion Pre-School Southdown additionally has strong links with approved online training providers such as Sprouts LDT and Noodle Now. Our training budget ensures that all staff can attend core skills courses and within reason any other additional courses that will benefit staff development and ultimately Fusion. We maintain vigorous training records that staggers staff's renewal dates (where possible), which enables the cash flow of the training budget and ensures at any given time, trained staff members are present at every session.

**Staff are required to:**

- Be motivated and pro-active when attending courses
- Readily participate during induction and reinduction
- Regularly seek advice, support and assistance
- Attend and contribute to supervisories and appraisals
- Actively listen and ask questions to clarify learning
- Feedback to Leader after external courses, retain all course paperwork and resources to share with the team for In House Training.
- Participate in in House Training
- Take full advantage of Noodle and other accessible courses.
- Planning and organising activities
- Implement learning into practice

- Ensure training agreement, which forms part of staff contract is signed
- Attend Staff meetings as staff can share information, solve problems and raise work issues.

**The Management will:**

- Provide continuous support and encouragement to staff
- Conduct regular in-house training and ensure staff CPD is continually maintained
- Allow staff time out during a session to meet with tutors and attend courses
- Pay staff when attending courses out of working hours
- Provide feedback/ documentary evidence for Apprenticeship Organisations
- Provide any learning material if required
- Ensure no individual will be excluded from training on the grounds of gender, marital or family status, religious belief, political view, disability, race, ethnic origin, nationality, sexual orientation, age or any other criteria that could be deemed to be discriminatory.
- Comprehensive training records are retained by the Management and staff are reminded of expiry dates of courses.

**Staff meetings:** At Fusion Pre-School Southdown we have daily verbal briefings as well as termly meetings (if necessary). The staff briefings provide a forum in which staff can share information, solve problems and raise work issues/concerns about children. This is also a time to provide in house training, to share any updates and any relevant legislation and/or changes.

**DBS checks:** We will obtain an enhanced DBS disclosure check for all staff who will work unsupervised with children and who have access to children's information. If candidates have subscribed to the update service. Then we will carefully review their current DBS certificate and check their status online. If there has been a change in their status since their last DBS certificate was issued, we will obtain a new DBS disclosure from them.

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. However, 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. We will also check when the staff members subscription is up for renewal. Information about the status of DBS checks for all staff is kept on our **Central DBS Record** form. All staff have

given us consent to check their Update Service Subscription annually or at any other time, should we have just cause.

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. Fusion Pre-School Southdown will check the list of offence that automatically disqualifies a person from working with children under the Childcare Act 2006. If the offence shown on the disclosure is not on the list of disqualifying offences but still gives cause for concern, for example offences relating to theft or fraud or anything else that might pose a risk to the integrity of the Fusion Pre-School Southdown, then Fusion Pre-School Southdown will seek further advice from HSCP, LADO, NACRO, UNLOCK to help make an informed decision about employment.

If a DBS result is received with minor information that does not directly affect their position and where children are unlikely to be at risk of harm, Fusion Pre-School Southdown Management will carry out a 1:1 interview with the member of staff, risk assess and make a decision accordingly as to whether their Contract of Employment is terminated or continued with a regular review and monitor process in place. In all cases we will discuss any matters revealed on a DBS certificate with the applicant before withdrawing the conditional offer of employment.

<b>Adopted on:</b>	<b>Last reviewed on:</b>	<b>Reviewed on:</b>	<b>Next review Date:</b>
20.07.2022	04.09.2023	04.01.2024	April 2025
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Suitable people [3.9-3.20]; Staff qualifications, training, support and skills and Supervision of Staff [3.23-3.29].</i>			
Signed and approved:	Fusion Pre-School Southdown		