



# Glaisdale Playgroup



Playgroup Leader – Helen Purtill  
Ravenscroft, Glaisdale, Whitby, North Yorkshire, YO21 2PR

Ofsted unique ref. 480987

DFES ref.536697

Registered Charity no.1159956

PLA membership no.19734

**Safeguarding and Welfare Requirement: Suitable people Providers must ensure that people looking after children are suitable to fulfil the requirement of their roles. Providers must have effective systems in place to ensure practitioners, and any other person who may have regular contact with children, are suitable.**

## Glaisdale Playgroup – Safer Recruitment Policy

### Policy statement

As an organisation, which employs staff or volunteers to work with children, Glaisdale Playgroup will adopt a consistent and thorough process of safe recruitment in order to ensure that those recruited are suitable to have access to children. We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations. We will do this by:

#### • Staff Training

As specified in our safeguarding children policy, Glaisdale Playgroup has a Designated Lead Practitioner, Miss Helen Purtill responsible for safeguarding children. She is supported by a deputy, Mrs Victoria Blackwell. Both DLP and deputy have valid level 2 training in safeguarding children. The DLP will attend regular updates at the Leadership Forums provided by NYCC. In addition, 1 person will have a valid certificate in 'Safer recruitment' and will be involved in all stages of recruitment. It has been a legal requirement since January 2010 that all recruitment panels should include at least one person who has been trained in safer recruitment. Miss Purtill has attended this training.

#### • Safer Recruitment Practice

Safer recruitment practice will be applied at all stages of the recruitment process. This practice and procedures will be checked against the safer recruitment guidance on the safeguarding children website to ensure that they are up to date and comply with current legislation and procedures. Safer recruitment practice includes;

- Advertising and information for applicants
- References
- Other checks before interview
- Selection of candidates
- Interviewing short-listed candidates
- Offer of appointment to successful candidate
- Induction and supervision of newly appointed staff

• **Advertisements and Information for Applicants**

Glaisdale Playgroup will demonstrate our commitment to safeguarding and protecting children by ensuring that all recruitment advertising material contains a policy statement to this effect. All information given to the interested applicant will highlight the importance placed upon a rigorous selection processes. The information will stress that the identity of the candidate, if successful, will need to be checked thoroughly, and that a Disclosure and Baring Service (DBS) disclosure will be required. The applicant will be expected to have current DBS clearance. If an applicant has no valid DBS clearance and is unable to get such clearance, they will not be offered employment. An applicant can apply for clearance but will not be offered employment until they have received the clearance. An applicant who is unwilling to show us their DBS clearance will not be able to proceed further in the application process. The job description should be up to date and will clearly set out the extent of the relationship with, and the degree of responsibility for, children with whom the person will have contact. The person specification will explain:

- The qualifications and experience needed for the role
- The competencies and qualities that the applicant should be able to demonstrate.
- How these will be tested and assessed during the selection process.

The application form will ask for:

- Full personal information, including any former names by which the person has been known in the past
- A full history of employment, both paid and voluntary, since leaving school, including any periods of further education or training. This should include start and end dates explanations for leaving and gaps in employment, education or training.
- Details of any relevant academic and/or vocational qualifications

- A declaration that the person has no convictions, cautions, or bind-overs, including those regarded as spent. This should also include referral to or inclusion on any government list or regulatory body restricting or preventing them from working with children or vulnerable adults.
- Details of any current DBS clearance. Curriculum vitae, drawn up by applicants in place of an application form are not acceptable because these will only contain the information the applicant wishes to present and may omit relevant details. We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations. See our 'Privacy Notice for Employees'

## • References

The application form will request both professional and character references, one of which should be from the applicant's current or most recent employer. Additional references may be asked for where appropriate. For example, where the applicant is not currently working with children, but has done so in the past, a reference from that employer should be asked for in addition to that from the current or most recent employer if this is different. References should be sent wherever possible to business addresses, not a home address. Wherever possible references should be obtained prior to the interview so that any issues of concern raised by the reference can be explored further with the referee and taken up with the candidate during interview. References should contain objective, verifiable information and in order to achieve this, a reference pro-forma with questions relating to the candidate's suitability to work with children should be provided.

References should include:

- length of time the person has known the applicant and in what capacity;
- post held with dates, salary and reasons for leaving;
- ability and suitability to work with children and young people;
- skills, strengths and weaknesses and how these have been demonstrated;
- any current disciplinary investigation and/or sanction;
- any allegations and/or disciplinary investigations relating to the safety or welfare of children and young people and the outcome of these (including where any sanction has expired);
- details of any criminal convictions, cautions or bindovers;
- sickness record;
- if the referee would re-employ the applicant and, if not details of why.
- verification of the identity of the referee.

The referee should be asked to confirm whether the applicant has been the subject of any disciplinary sanctions and whether the applicant has had any allegations made against him/her or concerns raised which relate to either the safety or welfare of children and young people or about the applicant's behaviour towards children or young people. Details about the outcome of any concerns or allegations should be sought. Open references or testimonials will not be accepted.

#### • **Other Checks before Interview**

If the applicant claims to have specific qualifications or experience relevant to working with children, which may not be verified by a reference, the facts should be verified by making contact with the relevant body or previous employer and any discrepancy explored during the interview.

#### • **Selection of Candidates**

Glaisdale Playgroup will apply standard procedures for short listing to ensure that the best candidates are selected fairly. All applicants should be assessed equally against the criteria contained in the person specification without exception or variation.

Safe recruitment means that all applications will additionally be:

- Checked to ensure that they are fully and properly completed. Incomplete applications will not be accepted and will be returned to the candidate for completion.
- Scrutinised for any anomalies or discrepancies in the information provided.
- Considered with regard to any history of gaps, or repeated changes, in employment, or moves to supply work, without clear and verifiable reasons.

All candidates will be instructed to bring with them documentary evidence of their identity, either a full birth certificate, passport or photo card driving licence and additionally a document such as a utility bill or bank statement that verifies the candidate's name and address. Where appropriate, change of name documentation must also be brought to the interview.

Candidates will also be asked to bring original or certified copies of documents confirming any necessary or relevant educational and professional qualifications. If the successful candidate cannot produce original documents or certified copies written confirmation of his/her relevant qualifications must be obtained from the awarding body. •

#### **Interviewing Short-listed Candidates**

The questions to be asked will test the candidate's specific skills and abilities to carry out the job applied for. In particular, the candidate's attitude toward young children will be tested and also their commitment to safeguarding and promoting the welfare of children in particular. Any gaps and changes in employment history will be fully explored during the interview, as will any discrepancies arising from information supplied by the candidate or by the

referee. All candidates should bring to interview documentary evidence as detailed in the Asylum and Immigration Act and in line with DBS requirements.

- [www.ukimmigration.com/employer/uk\\_work\\_permit14.htm](http://www.ukimmigration.com/employer/uk_work_permit14.htm)
- [www.crb.gov.uk](http://www.crb.gov.uk)

Where relevant, change of name documentation must also be brought to the interview.

#### • **Offer of Appointment to Successful Candidate**

An offer of appointment should be conditional upon pre-employment checks being satisfactorily completed, including:

- DBS clearance appropriate to the role.

All checks will be confirmed in writing and retained on the candidate's personnel file, together with photocopies of documents used to verify his/her identity and qualifications.

A record will be kept of evidence to show that such checks have been carried out in respect of supply staff and volunteers whether recruited directly or through an agency.

Satisfactory references must be kept on the candidate's personnel file.

Where information gained by the employer from either references or other checks calls into question the candidate's suitability to work with children, or where the candidate has provided false information in support of the application the facts should be reported to the Police and/or the Disclosure and Baring Service.

#### • **Induction and Supervision of Newly Appointed Staff**

The induction of all newly appointed staff will include an introduction to our child protection policies and procedures. This will include being made aware of the identity and specific responsibilities of those staff with designated safeguarding responsibilities.

New staff members will be provided with information about safe practice and given a full explanation of their role and responsibilities and the standard of conduct and behaviour expected.

They will also be made aware of the organisation's personnel procedures relating to disciplinary issues and the relevant whistle blowing policy.

The programme of induction will also include child protection training at a level appropriate to the member of staff's work with children