



Safer Recruitment

When recruiting new staff, it is vital that strict vetting procedures are implemented. At Little Bo Peep Nursery we follow these steps.

We advertise any positions on reputable websites and state our aim to build a safer workforce through vigilant processes and checks.

All applicants will be issued with an application form, to include a job description, personal specification and then they will receive a call or e-mail from Little Bo Peep stating whether they have been successful in reaching the next stage.

Always take up a reference with the person's last employer and check out any 'gaps' in their employment history.

Always take up references directly with referees, in writing and follow up with a telephone call to the referee, as this will help to confirm the identity of both the referee and the prospective member of staff

Never accept a written reference or testimonial from a prospective member of staff.

Never accept a written reference or testimonial stating 'To whom it may concern'

During an interview, applicants will be asked to prove their identity, relevant qualifications and will need to fill in an eligibility to work in the UK form if successful.

The manager or owner will be present during the interview

Each applicant will receive communication of whether they have been successful or not.

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All staff have job descriptions, which set out their staff roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We use Ofsted guidance on obtaining references and enhanced criminal record checks through the Disclosure and Barring Service (DBS) for staff and volunteers who will have unsupervised access to children. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) for the vetting and barring scheme.

- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the DBS check.

- Staff are expected to disclose any convictions of themselves or a person they live with, this includes cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us. An annual declaration form will be completed by the employee.

Starting work

The successful candidate will be informed their job offer is conditional, dependent on the return of 2 satisfactory written references and an enhanced Disclosure Barring check.

New members of staff will not be allowed to work until their DBS comes back clear. New members of staff will complete an induction based around policies and procedures. Their work ethic and performance will be monitored carefully and if satisfactory levels are not reached their employment may be reconsidered. All new staff are placed on a 3 month probationary period.

DBS Checks

The registered person is responsible to ensure DBS checks are made for all employees or persons in contact with the children in their care

On employment, a new enhanced DBS check will be carried out by Little Bo Peep Limited

If the potential employee is registered with the DBS Update Service and is still working in the same workforce, with permission, the provider should check online to ensure that their status is clear. The provider can then accept this as evidence of an updated DBS check.

Little Bo Peep Nursery LTD reserve the right to check the update service at any-time with written permission from the employee. It is standard procedure at Little Bo Peep Nursery LTD to write the DBS reference number and the date received in the employees file.

Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated. Where we become aware of any relevant information which may lead to the disqualification of the Registered Provider or a person living with the registered provider, they will no longer be able to provide Early Years care. In this case we would follow the Worcestershire Safeguarding Board procedures and inform Ofsted.

Staff taking medication/other substances

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.

- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.