



St Thomas's Church Hall, 75 Monsell Road, London, 2EF N4

playgroupleader@stthomasplaygroup.co.uk

TEL. 0207 354 9347

Safer Recruitment Policy

Objective: This policy is designed to safeguard, protect and promote the welfare of all children, staff and vulnerable adults.

St Thomas' Playgroup is committed to following a strict safeguarding procedure to protect all children in our care and expects all staff, volunteers, students and agency staff to share this commitment.

To ensure this we operate a safer recruitment process when recruiting this entails the following-

- Advertise job description and person specification in appropriate forums within our commitment in accordance to safeguarding statement.
- Ensure all candidates are aware they will need an enhance CRB disclosure and the company will require to carry out their own.
- CV to have current address and contact details
- CV's to be rigorously checked for gaps of employment or addresses and experience
- Application form sent to address, along with our safe guarding policy
- 2 references to be sent by us one must be from last employee
- Application forms to be thoroughly checked and candidates made into short list system We set a clear criteria for short listing and assessment process
- Allow candidates to discussed or share relevant information at an early stage
- An invitation for an interview with all the information detailed that they will need to bring along, including two forms of photo id
- A face to face interview process with at least two members of management present, any gaps or details that we require more information on from their application will be addressed
- Individual Interview assessment form, individual candidate interview format to be carried out
- Recruitment shortlist form will then be completed by all the management team
- The short list candidates will then be invited to take part in a session – 'experience day' working within the room alongside the staff, this is only

available when we have received references and have their photo id and DBS.

- We then ask for feedback from the staff and senior staff on their performance within the room and with the children.
- Decisions will then be made. candidates that are not successful will be contacted explaining they were unsuccessful and why, and an offer letter stating job description and date of induction will be sent to the successful candidates.

Induction procedure

Once offered a position the staff member will then be on a 3 month probation period during this time the staff member is trained in all areas and have completed a full induction programme.

Our induction programme is carried out by Claudine Noury or Lynda Patching this is to ensure all our policies and procedures are thoroughly read through and explained to the staff member and that they have the opportunity to discuss anything that they do not understand.

Documents given to the staff member during their induction are:

- Staff policy and procedure handbook- this includes Whistle blowing procedure, Staff code of conduct and Staff complaints and grievances
- Child protection handbook, step by step guide
- Staff details form
- Personal information form
- P46 form if required
- Certificates
- Health and safety
- DBS

The induction programme also includes showing and observing the staff member using the correct procedure for:

- Fire evacuation procedure
- First Aid
- Food safety procedure
- Safeguarding and child protection
- a nappy change,
- parents verbal handovers,
- made aware of our main officers for (SEN,CPO etc)
- settling a new child,
- partnership with parents (telephone calls etc)
- lunch time procedure
- play and interaction
- story time session
- dance and movement
- cooking activities
- health and safety
- risk assessments

- planning and curriculum
- profiles and observations

After the member of staff has completed their induction programme they would then have 3 months to have a clear understanding and some or all confident in all of the above areas and our policies and procedures.

A 3 month probation review will then be carried out by the manager and this is where we would discuss how they feel they are getting on each area and we would get feed back from their line manager before deciding if they will be signed off their probation or to have it extended with an action plan in place and a follow up review meeting date in place.

Once the staff member has been successfully signed off their probation they will then have a 6 month supervision review and an annual appraisal where a staff performance rating sheet is completed by the staff member and manager. This is where training is discussed, playgroup responsibilities, areas of achievement and areas of improvement - with an action plan to put into place with follow up meeting arranged if required.

We have a staff disciplinary system in place for staff that are consistently **not** following our policies and procedures which can lead to disciplinary action –

Staff attend a monthly staff meeting as well as a weekly slightly shorter one where we discuss as a team issues, events and our roles and responsibilities within the nursery.

All Staff attend regular training on all our main policies and their own roles and responsibilities (*please refer to our CPD folders*).

All our policies and procedures are kept in the main hall and a copy at the main entrance.

This policy was adopted by St Thomas Playgroup on November 2017 and will be reviewed in November 2018