



Dolphin School and Noah's Ark Nursery Schools

Recruitment Policy

STATEMENT

Dolphin School (incorporating Noah's Ark Nursery Schools) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff and volunteers to share this commitment.

Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with children.

It is expected that candidates should be aware and understand their duties and responsibilities in relation to child protection and safeguarding children, young people and vulnerable adults as it applies to the duties and responsibilities of the post applied for. All employees must ensure that the Principal/Head of Noah's Ark Nursery Schools is made aware and kept fully informed of any concerns they may have in relation to safeguarding/protecting vulnerable groups.

All casual and temporary staff and volunteers are subject to the same checks as those made for permanent positions.

RECRUITMENT PROCESS

1. Job Description

A job description will be drawn up listing all the duties and responsibilities relevant to the post to be filled. No reference will be made to an individual's race, gender, disability, age or sexual orientation within the job description. The job description will include reference to the responsibility for safeguarding and promoting the welfare of children.

2. Person Specification

A list of criteria i.e. qualifications, skills, experience and knowledge that are required to undertake a particular role will be drawn up. Evidence for the criteria must be justifiable and measurable and will be obtained via the application form, references and/or the interview.

3. Information Pack

Information packs for all candidates will include:

- Application form and explanatory notes
- Job description and person specification

4. Advertising

Sufficient consideration will be given to the content of the advertisement and the choice of media in which it is to appear, in order to ensure that it reaches the widest number of potential candidates. The following statement will always be added to the advertisements: 'Dolphin School and Noah's Ark Nursery Schools is committed to safeguarding and promoting the welfare of children and young people and expects all its staff to share this commitment. Specific posts will be subject to a satisfactory Criminal Records Bureau check.'

5. Application forms

Application forms will be used for all posts. In this way all candidates will be providing a common set of core data including details of all their previous employments – full time, part time and any voluntary positions that they may have held. The application form will also include an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' or 'pending', must be declared. It will also require a signed statement that the person is (i) not on the PoCA, (ii) is not disqualified from working with children or subject to any sanctions imposed by a regulatory body, such as the General Teaching Council (GTC) or the General Social Care Council (GSCC), and (iii) either has not convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked 'Confidential'

The application form will make clear to all prospective applicants that;

- The successful applicant will be required to provide a satisfactory Disclosure from the CRB at an **Enhanced Level**.
- Dolphin School will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before the interview
- If the applicant is currently working with children, either on a paid or voluntary basis, his/her previous employer will be asked about disciplinary offences relating to suitability to work with children, including any in which the penalty is 'time expired' (for example, where a warning could no longer be taken into account in any new disciplinary hearing).
- The applicants will also be asked to declare whether they have been subject to any child protection investigations, including allegations relating to abuse, bullying, intimidation, professional malpractice or professional misconduct. If they have, then details must be provided.

6. Shortlisting

All candidates will be assessed equally against the selection criteria in the person specification. A record of decisions made and reasons for not shortlisting candidates will be kept in case feedback is requested, or a complaint of discrimination is made to an Employment Tribunal.

Once the shortlisted candidates have been chosen they will be invited for interview with details of time, interviewers and directions.

They will also be asked to bring:

- Proof of qualifications (original certificates or letters from the Awarding Body)
- Health form
- Completed CRB application with a supporting documentation to verify identity
- ISA (Independent Safeguarding Agency) registration number.

References will be requested all shortlisted candidates.

7. Interviews

Shortlisted candidates will be interviewed as appropriate by the Principal/Deputy Head/Head of Noah's Ark Nursery Schools (minimum of 2 interviewers with the Recruitment Admin Officer present). All candidates will be asked the same areas of questioning. Particular attention will be paid to gaps in employment and in the area of safeguarding. The interview will be closed with an explanation of what further processes remain and by informing the candidate s/he will be notified of the outcome. After all the interviews have been concluded, the interviewers will make their decision by comparing notes made on each person against the person specification.

The first choice candidate will be contacted to let them know the outcome and inform them that pre-employment checks will be taken up before negotiating a start date. The unsuccessful candidates will also be contacted.

8. Pre-employment checks

These checks include:

- Confirmation of identity by sight of original, official documents such as a Birth Certificate, Passport etc in line with the Asylum and Immigration Act 1996.
- Original documents relating to all the qualifications listed on an application form must be supplied.
- Employment history will be thoroughly examined and clarification will be sought where there are gaps and other discrepancies arising from information provided either, by the candidate or a referee.
- References will be used to check dates of employment and relevant experience. A minimum of two written references will be taken up and, for some posts, these references will be requested before the interview
- The identity of all referees and information relating to disclosures will be verified.

- All shortlisted candidates are required to provide details of any relevant unspent convictions. However, under the “Rehabilitation of Offenders Exemption Order” all “Spent” convictions must be disclosed for certain posts. Further guidance will be provided as appropriate.

For posts working with children, young people or vulnerable adults, a Criminal Records Bureau (CRB) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list. These lists contain details of people deemed unsuitable to work with children or vulnerable adults.

It is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children.

Applicants will be challenged where inconsistencies exist. An offer of appointment will only be made after receipt and verification of satisfactory checks.

9. Confirming the appointment

Once all checks and references have been received and reviewed as satisfactory, the successful candidate will be contacted with a formal offer of appointment which will be confirmed in writing. If necessary the unsuccessful candidates will also be informed and feedback provided if requested.

The successful candidate will be asked to sign and return one copy of their letter of employment.

10. Induction

A clear and structured induction process will help new members of staff settle into their new environment. This induction training will cover;

- Information about the immediate environment and new colleagues
- Information about the organisation - structure, main policies and procedures
- Roles and responsibility
- Terms and conditions of employment (if not already circulated)
- Introduction to safeguarding and child protection policies and procedures
- Information about ongoing and appropriate training

11. Probation

All new employees will undergo a probationary period appropriate to their particular role. During this period there is a responsibility for the new employee to demonstrate suitability for the position and a responsibility for the employer to guide and train. By the end of the probationary period, following continuous assessment and regular meetings the new employee must demonstrate the ability to work to an acceptable standard without undue supervision.

After a successful probationary period a contract will be issued to the employee.

12. Appendices

- Recruitment Policy
- Recruitment and Selection checklist
- Job Description
- Person Specification
- Application Form
- Reference Request
- Health Declaration form
- Shortlisting form
- Panel Interview Assessment Form

13. Relevant legislation

Our Recruitment Policy has due regard to the following legislation:

- Equality Act 2006
- Race Relations Amendment Act 2000
- Sex Discrimination Act 1975, 2005
- The Employment Equality (Sexual Orientation) Regs. 2003 & The Employment Equality (Religion and Belief) Regs. 2003
- Disability and Discrimination Act 1995 & Amendment Regs. 2003
- Data Protection Act 1998
- Immigration, Asylum and Nationality Act 2006 (1996/2004)
- Employment Equality (Age) Regs.2006
- Child Protection Act 2004 - Safer Recruitment
 - Every Child Matters
 - Other legislation – Working time regulations 1998
 - P/T working regulations

14. Relevant policy statements

The following policy statements relate to the Recruitment Policy and underpin the whole process.

Child Protection Policy Statement

At Dolphin School (Incorporating Noah's Ark Nursery Schools) we are committed to the protection and safety of all the children in our care. The health, safety and well being of all our children are of paramount importance to all the adults who work in our

setting. Our children have the right to protection, regardless of age, gender, race, culture or disability.

Equal Opportunities Statement

At Dolphin School (Incorporating Noah's Ark Nursery Schools) we believe in valuing and celebrating the diversity within our community. We aim to develop good practice and positive attitudes, and encourage an anti-discriminatory approach to the world in

general, and other human beings in particular. We believe that all people should have equal opportunities to learn, develop and grow with dignity in a community of mutual respect.

At Dolphin School (Incorporating Noah's Ark Nursery Schools) is run by committed Christians who believe that no child, individual, family or member of staff should be discriminated against on the grounds of age, gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief.

All children are respected and their individuality and potential recognised, valued and nurtured.

References

'Recruiting and selecting safely' – produced on behalf of the Wandsworth Children Safeguarding Board (WCSB)

Safeguarding Children and Safer Recruitment in Education – DfES January 2007

Prevention of Illegal Working – summary guidance for employers February 2008 from the Home Office Border & Immigration Agency

CONCLUSION

The Governors and Staff of the School are committed to keeping this policy under regular review and the Governor responsible will ensure that the matters contained herein are regularly discussed and further developed to the benefit of all users.

Signed :

**Mr Charlie Colchester
Chairman of the Board of Governors**

Reviewed January 2011

Courses undertaken:

1. Selction Interviewing Course, 12 and 13 January 2009 -Ms H. Mauroux & Miss A. Miller
2. ISA (Independent Safeguarding Agency) Road Show – 5 December 2009 – Ms H. Mauroux
3. Online etraining with Children's Workforce Development Council (CWDC) – Ms H. Mauroux – January/February 2010