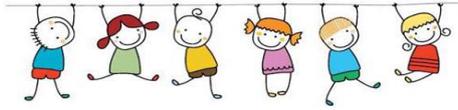


Clwb Penmorfa
Registration Number: W1400002698



CLWB PENMORFA SAFE RECRUITMENT POLICY

At Clwb Penmorfa we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so.

We follow this procedure each time we recruit a new member to join our team.
Advertising

- We use the local job centre and Face book to advertise for any vacancies.
- We ensure that all adverts include details of our equal opportunities policy and our safe recruitment procedures; including an enhanced (DBS) check, at least two independent references for each new employee.

Interview stage

- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- All short-listed candidates will receive a job description, a job specification, an equal opportunity monitoring form and a request for identification, prior to the interview.
- The registered person and person in charge will both sit on the interview panel and are both involved in the overall decision making.
- At the start of each interview all candidates' identity will be checked using, for example, their passport and/or photo card driving licence. All candidates will be required to prove they are eligible to work in the UK.
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These are formulated around specific areas of childcare, including safeguarding the children in their care, planning suitable

activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the setting.

- Candidates will be given a score for their answers including a score for their individual experience and qualifications.
- The interview panel will then decide the most suitable person for this position based on these scores.

and their knowledge and understanding of the early year's framework as well as the needs of the nursery.

- Each candidate will receive communication from the setting stating whether they have been successful or not.

Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences. This will be verbal initially and then followed up with a written reference which will form part of their personnel file.
- All new starters, other than those who have registered for the continuous updating service (see below) will be subject to an enhanced Disclosure and Barring Service (DBS) check. If the member of staff commences work in the setting, they will not have unsupervised access to any child or their records before this check comes back. Further to this, the taking of photographs of any child, looking at their learning and development log or changing the nappy of any child will not be undertaken by any new member of staff without an up-to-date enhanced DBS check (whether supervised or not) and only then will not be carried out alone.
- There may be occasions when a DBS check is not clear, but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion, considering the following:
 - seriousness of the offence or other information
 - accuracy of the person's self-disclosure on the application form
 - nature of the appointment including levels of supervision

- age of the individual at the time of the offence or other information
 - the length of time that has elapsed since the offence or other information
 - relevance of the offence or information to working or being in regular contact with children
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- If the individual has registered on the DBS system since 17 July 2013 managers may use the update service with the candidate's permission.
 - All new starters will have to complete a health questionnaire when they commence employment with us. This will be used to highlight any areas of concern that may affect their performance in their role.
 - All qualifications will be checked, and copies taken for their personnel files.
 - All new members of staff will undergo an intensive induction period during which time they will read and discuss the setting policies and procedures and receive a mentor who will introduce them to the way in which the setting operates.
 - During their induction period all new staff will receive training on how to safeguard children in their care.
 - The new member of staff will receive regular meetings with the manager and their mentor during their induction period to discuss their progress.

Amended January 2024

Review Date January 2025