



01	<p>This policy describes the system in place at First Steps Childcare to recruit staff, volunteers, students, and parent/carer volunteers. This policy supports us to determine whether an individual is suitable to work, be responsible for, and have regular contact with First Steps children. It is crucial that our recruitment culture helps us to identify and eliminate people who might pose a safeguarding or welfare threat. This policy is made available to all enhanced disclosure applicants at the outset of the recruitment process.</p>
02	<p>First Steps Childcare Ltd is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of ethnicity, gender, identity, religion, sexual orientation, responsibilities for dependants, age, disability, or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential, welcoming applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, and experience.</p>
03	<p>Our effective recruitment procedure for paid employees:</p> <ul style="list-style-type: none"> • An enhanced disclosure is always carried out for any positions at First Steps Childcare. All application forms, job adverts, and recruitment briefs will contain a statement that an enhanced disclosure will be requested in the event of the individual being offered the position. • Candidates will receive a job description and person specification for the role applied for. • Candidates applying for a position must complete our application form (we do not accept CVs). • Full employment history is asked for on our application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps. • Two written references are required on the application form; the candidate's last employer will always be asked for a reference. • Original copies of candidates' qualification certificates will be seen by the Manager and copies will be made. • Short-listed candidates are required to attend an interview [Covid restrictions may apply, and a face covering may be asked to be worn]. During the first interview, a right to work in the UK form is completed with the candidate to make sure they can legally work in UK. This process also requires one form of ID to be seen and checked. • The application form asks for a box to be ticked confirming that the applicant has the right to work in the UK. • If candidates are successful at their first interview, they will be invited back for a second. During the second interview, supervised time will be spent with the children.
04	<p>Once an offer of employment has been made:</p> <ul style="list-style-type: none"> • An Enhanced Disclosure Barring Service (DBS) check is carried out for all employees.

	<p>This is payable by the employees.</p> <ul style="list-style-type: none"> • During this check we will ask for 3 original identity documents. We do not accept portable DBS checks. • A health declaration on the application form is completed which must satisfy us that the candidate is suitable to care for children. • Both referees will be contacted, and references sought. • A probationary period of a minimum of 6 months is set. • A disclosure of criminal record and disqualification declaration for early year's settings is completed annually if the person is employed for more than a year. • Once the employee has received this back, the employee will need to enrol themselves on to the update service and provide Ruth Garland-Davies the reference number so we are able to keep a copy of this whilst in employment.
05	<p>At interview or in a separate discussion we ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We make certain that every subject of a DBS is aware of the existence of the DBS Code of Practice and make a copy available upon request. We undertake to discuss any matter revealed in an enhanced disclosure with the person seeking the position before withdrawing a conditional offer of employment.</p>
06	<p>Our recruitment procedure for volunteers: (We class these as adults 18 and over)</p> <ul style="list-style-type: none"> • All candidates are required to attend an interview. However, completing an application form is not necessary. • If candidates are successful at their first interview, they may be invited back to spend supervised time with the children. • Once interviews have been completed, two references will be sought. • Original copies of any candidate's qualification certificates will be seen, and copies will be made, however this may not apply to all volunteers, especially those new to early years. • An Enhanced Disclosure Barring Service (DBS) check is completed which the volunteer will pay for. During this check we will ask for identity documentation (originals). • A disclosure of criminal record and disqualification declaration for early year's settings is completed annually if the person volunteers for more than a year. • A photocopy of 1 item of photographic ID is taken.
07	<p>Our effective recruitment procedure for students: (We class these as up to the age of 18 years and are usually still at school or college wishing to complete work experience or something similar)</p> <ul style="list-style-type: none"> • All students are required to attend an interview. • A reference from the school or college will be sought. • All students 16 years and above require an Enhanced Disclosure Barring Service (DBS) check (we do not accept portable DBS checks), which the student will be asked to pay for. During this check we will ask for identity documentation (originals). • All students under 16 years old will require two references: one from their school or college and one personal reference.
08	<p>Our effective recruitment procedure for regular parent/carer helpers:</p> <ul style="list-style-type: none"> • All parent helpers who sign up to regularly come into the setting (by which we mean at least once a week) and having contact with the children will be required to complete an Enhanced Disclosure Barring Service (DBS) check.

	<ul style="list-style-type: none"> • During this check we will ask for identity documentation (original copies). • Parents/carers who visit less frequently to the setting (for example the occasional helper) will not be required to complete an Enhanced Disclosure Barring Service (DBS) check. • A disclosure of criminal record and disqualification declaration form for early years' nurseries is completed annually if the parent continues to help at the nursery for more than a year.
09	<p>First Steps Childcare will ensure:</p> <ul style="list-style-type: none"> • A member of the management team has completed safer recruitment training and will update their training every 3 years. • Enhanced DBS checks of all staff, students, and volunteers have come back with a suitable result. • Disclosure information is only used for the specific purpose for which it was requested, for example suitability for working, either paid or voluntarily within the setting, and for which the applicant's full consent has been given. • They do not discriminate unfairly against any subject of a Disclosure based on a conviction or other information revealed. • Students, volunteers, and parents/carer helpers are never left alone with the children • No candidate is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability, age, and offending background. • The company called Online Disclosures will usually be used for all Enhanced Disclosure Barring Service (DBS) checks.
10	<p>Staff leaving First Steps Childcare</p> <ul style="list-style-type: none"> • Every staff member who leaves the employment of FSC will be offered an exit interview. • This will be with a member of the management team. Any information supplied during the exit interview is confidential, although relevant feedback which could help improve practice or the experience of staff at FSC is fed back discretely on a no names basis as part of the appraisal system. We hope this will improve FSC as an employer and give the staff a chance to offer feedback on their experience with us.
11	Related policies - Equal opportunities

Prepared by	First Steps Childcare
Date	April 2023
Review date	April 2024