

## **Safer recruitment Policy and Procedure**

Review application form and offer first interview one to one with nursery manager and Operations Manager

If suitable in interview and on application offer working interview with managers or room leads.

Contact and receive references and follow up with phone call

Complete DBS check and sign up to the update service. No staff can start on site until DBS has returned.

Complete qualifications and ID checks (all documents recorded on Ovivio).

Make conditional offer & send out New Starter Form

If they accept they come in for induction inc safeguarding training, reading policies and procedures and agreeing to code of conduct (see whistleblowing policy).

Employed on 6 month probation period. New members of staff or apprentices must not collect or hand over children at the gate until 6 month probation is completed or unless they are supervised by a senior member of staff for the purpose of training and or deemed sufficiently trained.

Code of conduct, policies and procedures must be adhered to throughout the duration of employment and management withhold the right to report any breach of contract or procedure to the appropriate authorities.

Supervisions will be completed every 6 weeks and a full appraisal once per year

If staff are dismissed due to inappropriate conduct we will notify the barring service

All staff must have an exit interview