



## **Safer Recruitment Policy**

T&D Childcare takes its commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same.

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

Our procedure is as follows:

We only use reputable companies to advertise any vacancies.

The adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children and young adults.

All applicants will be required to send in a CV and if accepted for interview asked to complete an application form.

If the candidate is successful upon their interview they will receive a job offer letter from T&D Childcare.

Candidates will receive a job description, code of conduct and where possible, have their references checked alongside their identity (passport or photocard drivers license) Relevant qualifications (certificates) Eligibility to work in the UK and their criminal history (disclosing anything that will show up on a DBS)

Detailed enquiries will also be made regarding any gaps in their employment.

The successful candidate will be informed that their job offer is conditional, dependant on the return of 2 satisfactory written references and an enhanced DBS check.

New members of staff will undergo an induction period (minimum of 8 weeks) during which time they will read and discuss T&D Childcare's policies and procedures and receive a mentor who will introduce them to the way in which the setting(s) operates.

Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.

All staff will attend an annual 'ongoing suitability interview' and are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children.

This includes any health concerns or incidents that have occurred outside of T&D Childcare. Staff will face disciplinary action if they fail to notify the manager within a reasonable time scale.