



Holland Park Pre- Prep & Nursery
Safer Recruitment Policy

At Holland Park Pre-Prep and Nursery, 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.

Qualifications:

- All members of the Management Team will hold relevant qualifications for the post and have previous experience.
- The overwhelming majority of staff already hold a recognised Early Years qualification. Others will be in the process of training and working towards an Early Years qualification.

Procedure:

- All applicants will be asked to complete an application form before they are given an interview.
- The application will be assessed by the management team before a decision will be made as to whether the candidate is suitable for the role. This will include qualifications, experience and employment history.
- All staff recruited, or volunteers and students accepted, will undergo a stringent interviewing process in which experience, qualifications, skills and personal attributes are discussed.
- The candidate will be interviewed by the manager and/ or one senior member of the team. There may be instances where a parent is asked to sit on the panel.
- Detailed enquiries will be made regarding any gaps in employment (appendix 1).
- The candidate will be asked to bring the following with them to the interview:
 - Copy of most recent DBS, passport and one other form of ID, original certificates, utility bill.
- Copies of certificates are checked, and copies of certificates are taken. For reasons of Data Protection, a copy of the DBS certificate is not taken, but the date of issue and certificate number are recorded.
- All recruits seeking a paid position will undergo a paid trial day. They will not be left unsupervised with the children.
- All staff employment is dependent on the staff member receiving a valid enhanced Disclosure and Barring Service check (DBS), and a minimum of two suitable references. Details of references, DBS numbers and date of checking will be held on the Single Central Register.
- Staff will not have unsupervised contact with children until their clear DBS check has been verified.
- Upon accepting the offered position, a medical declaration form is completed.
- The NCTL's Teacher Services system (previously known as the Employer Access Service) now provides restriction information about teachers from the European Economic Area (EEA), and these checks are recorded for staff from these countries.
- Our recruitment process is carried out in line with our Equal Opportunities Policy; see policy for more details.



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- The staff member, volunteer or student will have a thorough induction to ensure that they understand their roles and responsibilities and have a clear understanding of the nursery’s policies and procedures.
- The induction process will be supported through weekly individual meetings for the first month of employment and then an action plan will be completed.
- The probation period will last 3 months, and the staff member will work regularly under the supervision of a more experienced staff member. The staff member will have a probation review meeting after 3 months.
- Appraisal and one to one supervision meetings will address training needs.

Please see Induction Policy and Staff Training Policy.

APPENDIX 1:

Interview checklist

Name of candidate:

Date of interview:

Personal details relevant to position: 1. Breaks in employment history: Yes/No (If yes, please provide all dates and reasons)

From: To:

Reason:

From: To:

Reason:

From: To:

Reason.....

2. Does the applicant have any convictions, cautions, court orders, reprimands or warnings that may affect their suitability to work with children?

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3. Date of last DBS check undertaken and by whom?

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4. Does the applicant have the right to work in the United Kingdom?

www.gov.uk/legalright-work-uk

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5. Full and relevant qualification/s applicable to post.

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6. Original certificates seen: Yes/No (If no, explain why.)

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Date: September 2021
Reviewed By: Danny Webb
Date of next review: September 2022