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## Safer Recruitment Policy

### Introduction

At Humming Bees Day 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. We are committed to providing the best possible care to our children and to safeguard and promote welfare of young children. The nursery is also committed to providing a supportive working environment of all its members of staff.

Humming Bees recognises that in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment. We will follow a strict safeguarding procedure to protect all children and young people in our care, and expect all staff, volunteers and connected agencies to share this commitment.

### Recruitment Procedure

All prospective candidates will be interviewed a minimum of 2 times ahead of being physically present in the nursery.

Where possible, candidates from outside the island are encouraged to complete a trial period within the nursery settings. Overseas candidates are offered modern accommodation either temporarily or on a longer term basis, to ease their transition to Alderney.

The candidates CV is thoroughly examined by both the nursery owner and manager, and the interview structured to address both the strengths and weaknesses displayed.

Candidates who have a pattern of short term employment are asked to clarify their turnover.

In cases where candidates are not already resident in Alderney, interviewers are bound to discuss the negatives/challenges specific to the island, in order to aid an informed decision and a smoother transition. These challenges should include:

- The increased likelihood of travel disruption
- The weather differences
- The increased likelihood of supply issues
- The pitfalls of residing in a micro-community

Candidates are required to provide the following ahead of their start date:

- A minimum of 2 contactable references
- Proof of a clear criminal record – in the majority of cases this would be either a live DBS certificate, or an up to date “DBS update reference”.
- The SEYT registration forms (Health Form, Reg Form, Children’s Services Check)
- Proof of their qualifications
- Any supporting documentation (eg. First Aid Certificate)
- Evidence of completing the online Level 1 safeguarding course
- A form of ID

### Job Offer

Successful candidates will receive an Offer Letter (either via email or post) outlining the anticipated hours for the role, the salary, start date, the job title and any additional benefits relating to the role such as accommodation allowance, or childcare discounts.

### Probation Period

From their official start date, every staff member will be on a 26 week probation period, during which they will be trained in all areas.

Information and training is delivered in a controlled format, throughout the induction period (first month) and more information can be found in our Induction Policy.

During a staff member's probation period, limits are imposed on the availability of sensitive and/or confidential information they have unsupervised access to within the business.

New staff members will not be provided with keys or password to any business premises, accounts or devices until satisfactory completion of their probation period.

This limitation may be reduced by either the Nursery Manager or Nursery Owner in cases where it is strictly necessary, once the staff member has completed their induction period.

## **Induction Period**

More information can be found on Staff Induction in our Induction Policy

- New Staff are directed to familiarise themselves with the Nursery Policies and Procedures, downloadable from the website within their first week
- In cases of immigration to the island, new staff members will be given lower hours initially to allow them to acclimatise to the island and avoid burnout. This can be extended if required.
- New Staff are not permitted unsupervised access to the premises or any confidential information during their induction (and probation) period
- The Induction Schedule is followed

## **Change in circumstances**

All staff members will attend regular supervision meetings where any concerns, queries or challenges they may have can be addressed. Staff are responsible for notifying their Manager, in person, if any circumstances arise that may affect their suitability to work with children, which includes any health concerns or incidents that have occurred outside the nursery.