

UKSAF10 Safeguarding - Safer Recruitment of Staff

At Kido Group Schools we have a robust safer recruitment process ensuring that all people working with children are suitable to do so. We follow this procedure every time we recruit a new member to join our team at Kido.

1. Legal requirements

We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations.

The recruitment policy and procedures are based on and conform to statutory and non-statutory guidance contained in 'Keeping Children Safe in Education 2022', LCS Safeguarding Employment Standards, Prevent Duty Guidance for England and Wales 2015, Disqualifications under Childcare Act 2006, August 2018, and the Equality Act 2010.

We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) and abide by the employer's responsibilities relating to informing the DBS/Police Check process of any changes to the suitability of our staff, volunteers and students, whether this member of staff, volunteers and students has left the nursery or is still under investigation. Please refer to policy UK SAF12 Designated Safeguarding Lead Case Management if any further guidance is required.

2. Advertising Stage

- We use reputable websites and job boards to advertise for any vacancies and to conduct CV searches.
- We advertise our positions both internally and externally.
- We adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- Job descriptions and person specifications are in line with our company equal opportunities policy.
- Job requirements will be reflected accurately in any person specifications.
- We do not confine our recruitment to areas or media sources which provide only, or mainly, candidates of a particular group.
- All candidates who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- We ensure that all adverts inform candidates that they will require an enhanced DBS and barred list check/Police check (where appropriate) self-declaration if shortlisted, Kido Group Schools's commitment to safeguarding and a link to the Safeguarding and Child Protection Policy.

3. Application Process

- In their application form candidates are asked to provide their entire career history, to share reasons for any gaps, as well as their education background.
- Candidates are asked to provide details for the academic or vocational qualifications that are relevant to the position they are applying for.
- Candidates are asked to submit an up to date CV to cross reference the validity information provided on their application form.

- In their application form candidates are requested to provide their contact details, name, including all former names and address.
- The application form and personal statement information provided by the candidate within their application form is reviewed assessing suitability for further consideration and shortlisted against set criteria.
- Candidates are processed and submitted through our Applicant Tracking System, all information is contained within a cloud-based solution.

3. Shortlisting

- All longlisted candidates will undergo a telephone interview[NW₁] , and alongside the application form review decision to shortlist will be made.
- The interview will also cover any gaps in the candidate's employment history and document these requesting further evidence if deemed necessary.
- Candidates will be verbally informed of the interview steps.
- All candidates are asked to bring to interview full identification documents to prove identity, birth certificate to validate previous names and right to work. [NW₂]
- *Consider carrying out an online search as part of due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Kido Group Schools might want to explore with the applicant at interview.* The content to be explored includes information which calls into question the candidate's suitability to work with children and/or causes harm to the reputation of Kido Group Schools.
 - All candidates are required to sign a declaration form to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or being unsuitable to do so, these will be reviewed and recommendations for risk assessment or non-employment will be made if any concerns are raised about suitability. This declaration will be given to the interview panel by the candidate at interview.

Shortlisting phase at application form.

All information is on workable – to access process flow.

Note: birth certificate should now be seen alongside photographic ID documents.

5. Interview stage

- All shortlisted candidates will undergo a telephone interview, during which they will be verbally informed of the interview steps. The interview will also cover any gaps in the candidate's employment history and document these requesting further evidence if deemed necessary,
- All candidates are asked to bring to interview full identification documents to prove identity, previous names and right to work.
- The recruitment and selection process is crucially important to our equal opportunities policy. We will endeavour through appropriate training to ensure that staff, volunteers and students making selection

and recruitment decisions will not discriminate, whether consciously or unconsciously when making these decisions.

- Interview questions will be related to our company values, person specification and the candidate's application form, they will not be of a discriminatory nature.
- We review applications and shortlist all suitable candidates against the person specification as detailed in the job advert. Those longlisted will conduct a telephone interview and thereafter shortlisted candidates will be identified. We ensure all candidates receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- The Nursery Manager will decide the most appropriate process for the interview depending on the seniority level of the role being recruited for. There will be at least two people involved in the interview process, and in the overall decision making where possible, one of whom will have been shortlisted.
- Feedback from the interview is provided via our Applicant Tracking System, written records of all interviews will be kept within the system.
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photocard driving licence.
- Candidates are required to bring original certificates relating to their relevant qualifications, and original DBS if on the update service. These are to be witnessed and the number of the original document should be recorded with a dated and signed statement indicating the original document has been seen.
- All candidates will be required to prove they are eligible to work in the UK.
- All candidates will be required to provide their fully completed, signed self-declaration forms.
- All candidates reaching the interview stage are questioned using the same set criteria and questions tailored to the role for which they are applying, to ensure consistency within our safe recruitment process. Where appropriate these will cover specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions will be value based and will ensure the candidate has the same values as Kido Group Schools with regards to the safety and welfare of the children in their care.
- Where appropriate candidates will be asked to take part in a supervised practical exercise which will involve spending time with children under supervision, they will never be left alone with a child.
- Every candidate will receive communication from the recruiting team stating whether they have been successful or not.
- Unsuccessful candidates are offered feedback.
- Selection decisions will not be influenced by any perceived prejudices of other staff, volunteers and students.

5. Checks prior to starting work

5.1 References

- The successful candidate will be offered the position subject to two references from firstly their current employer and the most recent previous employment or, in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up before employment commences. These will be collected through our online referencing tool Xref and followed up by a phone call on a randomised ad-hoc basis.
- The references should be reviewed in detail and any concerns resolved to our satisfaction pre-employment. If, upon checking, questions are still raised about suitability for the position, the referee should be contacted to further clarify.
- Any information about past disciplinary action or allegations that are disclosed should be considered carefully when assessing the candidates' suitability.

5.2 Qualifications

- The successful candidate will be asked to provide proof of their qualifications, where applicable these will be verified following DfE guidance. All qualifications including QTS status will be checked, and copies taken for personnel files.

5.3 Health Questionnaire

- Prior to employment, but after the job has been offered, a health check questionnaire will be given to the employee and its results will be considered in making an overall decision about suitability.
- Kido Group Schools reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role.

5.4 Disclosure and Barring Service Checks (DBS)

- All new starters in regulated activity who are not registered for the update service will be subject to an Enhanced Disclosure and Barring Service (DBS) with a barred list check to be completed and returned prior to employment commencing.
- It is imperative that all staff, volunteers and students DBS certificate's reference 'none recorded' in the children's barred list, this is checking that all people working or seeking to work in regulated activity with children are able to do so and are not barred from working with children.
- When applying for, or checking a DBS, it is imperative that the Enhanced with children's barred list check is completed. Referencing 'Keeping Children Safe in Education' 2022 The DBS maintains 'barred lists' of individuals who are unsuitable to work with children and vulnerable adults. This check highlights if the people seeking to work with children are disqualified.
- All new starters who are registered for the update service will be able to commence employment once the update service has been checked, the original date DBS seen is recorded, and the declaration signed by both the Nursery Manager and candidate.
- Before using the Update Service, Kido Group Schools must:
 - Obtain consent from the candidate
 - Confirm the certificate matches the individual's identity
 - Review the original certificate to ensure that it is for the appropriate workforce and level of check including enhanced and barred list information.
 - Evidence that this check has been processed stating that the original DBS has been seen, referencing any concerns, dated and signed by the interviewer or HR representative.
 - We will continue to process a Kido Group Schools enhanced DBS if the update service is not available.
- All candidates that have a Kido Group Schools processed DBS check will be asked to register for the DBS Update Service so further checks can be processed to ensure there are no changes.
- If the candidate is found to be on the Barred List, or the DBS shows they have been disqualified from working with children by a court, or the candidate is prohibited from the teaching professions, or has provided false information, or there are serious concerns about the candidate's suitability to work with children Kido Group Schools will report the facts to the Police, and/or the Disclosure and Barring Service/Regulator/Ofsted and will not proceed with employment.
- The nursery will record and retain details about the individual, including staff, volunteers and students qualifications, identity checks carried out and the vetting process completed. This will include the disclosure and barring service reference number, the date the disclosure was obtained and details of who obtained it. The nursery will not retain copies of the disclosure itself once the employment decision is taken.
- There may be occasions when a DBS is not clear. All candidates with details shared on their DBS will undergo a risk assessment completed by one member of the interview panel and one member of SLT (not within recruitment process):
 - seriousness of the offence or other information
 - accuracy of the person's self-disclosure on the application form
 - the nature of the appointment including levels of supervision
 - the length of time that has elapsed since the offence or other information
 - relevance of the offence or information to working or being in regular contact with children

5.5 Individuals who have lived or worked outside the UK

If a candidate has lived overseas for more than 3 months at any point in the last 2 years, or over 6 months in the last 10 years, the candidate will be asked to present an overseas Police Check/Certificate of Good Conduct from the relevant country sought by themselves or by an external provider. Where this is not possible further checks will be carried out, such as extra references.

This is in addition to the UK pre-employment checks as per policy.

5.7 Induction

- All new members of staff, volunteers and students will undergo a thorough induction during which they will read and discuss the nursery policies and procedures and be introduced to the way in which the nursery operates, irrelevant of their previous experience.
- During their induction period all new staff, volunteers and students will receive training on how to safeguard children in their care and follow the Safeguarding Children/Child Protection policy and procedure, the safeguarding notification procedure, emergency evacuation procedures, equality policy and health and safety issues.
- The new member of staff, volunteers and students will have regular meetings with the Nursery Manager during their probation period to discuss their progress.

5.8 Single Central Record

Kido Group Schools ensures all staff, volunteers and students are recorded on a single central record accessible to HR and the Nursery Management team. This records pre-appointment checks ensuring the following details for each staff, volunteers and students member:

- an identity check and right to work in the UK
- a barred list check
- an enhanced DBS Check/certificate number and the date the original check was seen
- any further checks carried out for those living or working outside of the UK
- a check on professional qualifications
- Qualification level, date and title
- Paediatric First Aid
- Statutory Training Requirements
- NI number
- Name, age, address

Within their personal files we contain identity checks, copies of qualifications, medical declaration forms, right to work documents and 2 references, one of which is the most recent employer.

Interview notes and any discussed and evidenced gaps in employment will be available on the individual's file accessible on the Applicant Tracking System. This is only accessible by assigned members of the interview panel and HR.