



Adventure Pre-School – Safer Recruitment Policy: Induction and suitable person

Adventure Pre-School is committed to providing the best possible care to its children and to safeguarding and promoting welfare of young children. We are also committed to providing a supportive working environment for all our members of staff. We recognise that, in order to achieve these aims, it is of the utmost importance to attract, recruit and retain staff who share this commitment.

Recruitment and selection procedure

An advert of the vacancy will be posted on the Indeed website and advertised locally for approximately 2 weeks.

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. A curriculum vitae will not be accepted in place of the completed application form. Applicants will receive a job description and person specification for the role applied for.

Once all application forms have been submitted the process of formal interviews will then take place at Adventure Pre-School by the Management Team.

From there the applicants will be short listed by the interview given. All applicants shortlisted will be asked to come back for a second time and spend a morning or afternoon in the pre-school on a formal basis, so that we can watch how the applicant interacts and carries out simple tasks asked of them for that role.

If it is decided to make an offer of employment following the second interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and signing of a contract incorporating our standard terms and conditions of employment;
- receipt of documents for proving identity and preventing illegal work in the UK which will be checked and photocopied;
- originals of any relevant qualifications provided and copies taken;
- the receipt of two satisfactory written references (one of which should be from the applicant's most recent employer), that have been verified via a telephone call;
- the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.

If the above conditions are satisfied and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment. All appointments are subject to a three months probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or Adventure is 1 week. We also reserve the right to extend this probationary period should it deem this necessary.



All employees must complete an induction programme that covers all policy areas and ensures understanding of policies and procedures.

Induction and ongoing support and guidance:

- Induction into our safeguarding and child protection policies and procedures
- Training to Level 3 Safeguarding on a three-year basis in line with LSCB guidance
- Supervision on a regular basis (target every six weeks)
- Access to online safeguarding update training
- Termly update training
- Personal diary to record any concerns to support and enable whistleblowing and confidence to raise concerns
- Transparent documentation requirements to aid correct reporting procedures for raising concerns which have training notes on including how to record a disclosure, who to call with a concern and the signs of potential abuse
- Online training relating to the Prevent Duty
- Information relating to concerns relating to allegations against members of staff; Prevent; FGM and the importance of monitoring attendance



Safer Recruitment Checklist		Name:	
Criteria	Action	Verified by	Date
Application Form	The candidate has completed an application form, including the relevant declarations and has signed and dated that form. The application form must be retained		
Employment History	The candidate has provided information on their employment history and, if appropriate, has adequately explained reasons for any gaps in their employment.		
Qualifications	This only applies where a specific qualification is an essential criteria of the person specification. <i>Specify qualification and date qualified:</i> A photocopy of the qualification seen must be retained		
Identity	The candidate has provided satisfactory evidence of their identity. <i>Specify document(s) seen to verify identity:</i> A photocopy of evidence seen must be retained		
Right to Work in the UK	The candidate has provided satisfactory evidence, in accordance with The Asylum & Immigration Act 1996 , that they have the right to work in the UK and to undertake the type of work on offer. <i>Specify document(s) seen to verify right to work in UK:</i> A photocopy of evidence seen must be retained		
Enhanced DBS Disclosure for regulated activity	Enhanced DBS disclosure has been undertaken and the applicant has provided a satisfactory disclosure certificate <i>Disclosure Certificate Number:</i> <i>Date of issue:</i> <i>Update Service Number:</i>		
References	Satisfactory references have been taken directly from the appropriate referees and/or the authenticity of any open references has been verified. Referee(s) have provided their assessment of the employee's suitability to work with children and to undertake this role. The first reference must be the current of most recent employer – all checks should be verified with referee by follow up telephone call Reference 1 from		
	Reference 2 from References must be retained		
Interview	A full and satisfactory interview has been carried out, the candidate showed good knowledge of safeguarding and that they would meet the values of Adventure		