**Safer Recruitment Policy**

**Staying Safe**

**Noah’s Ark Pre-School**

**(December 2018)**

**Define job roles and job specification/volunteer role profile:**

* Ensure job roles and job specifications are clear
* Include skills, abilities, experience, behaviours and values towards children
* Set boundaries of role expectations
* Include statements about safeguarding responsibilities

**Advertising:**

* State the need of CRB disclosure
* What qualifications/experience is needed

**Application forms;**

* Do not rely on C.V.’s
* Must fill in Noah’s Ark application form

(voluntary info)

**Present employment and reason for leaving**

* Full history since leaving school
* Qualifications
* Referees
* Personal statement to meet person specification
* Signed declaration about criminal
* Signed declaration that all information is true working in their household.

**Interviews:**

* Agree short listing process on person specification and job description
* At least 2 people present during interview
* Relevant questions to job vacancy
* Same questions to all candidates
* Ensure application form is complete
* Check all information on application form and identify inconsistencies
* Highlight gaps- ask questions
* Ask about attitudes towards children and safeguarding
* Ask about motives for working with children
* Document decisions clearly

**References:**

* References from previous/current  employers
* Written and in email form. (Only from company email address)
* Telephone references- ask about behaviour towards children, any behaviour which may give rise for concern
* Any pending Disciplinaries

**Safer selection:**

* Use range of interviewing tools
* If the interview is sucessful, we will Inform candidate they will be spending some time in the room and what they will be required to do.
* Watch for appropriate involvement with children

**Decisions:**

* Use scoring system on job specification in selection
* Justify why someone is suitable
* Offers can be made pending outcomes of references and checks
* Offers will be and through a telephone call and also a letter
* The DBS application form will be filled in at this point also

Members of staff without a DBS check will never be left alone with the children, they will work under supervision at all times.

Policy reviewed annually: 18th December 2018

By: Manager