

Policy Title and Number:

Safer Recruitment Policy

Policy Reference Number: JIC-040

Legislation that informs this policy

1989 Children's Act

Early Years Foundation Stage (The Safeguarding & Welfare Requirements) 2017

Childcare Act 2006

Data Protection Act 1998

Childcare (Disqualification) Regulations 2007

Employment Equality (Age) Regulations 2006

Employment Equality (Sex Discrimination) Regulations 2005

Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

Education (Restriction of Employment) Regulations 2000

Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

Employment Act 2008

Immigration, Asylum and Nationality Act 2006

Safeguarding Vulnerable Groups Act 2006

Work and Families Act 2006

Employment Relations Act 1999

Employment Rights Act 1996

Disability Discrimination Act 1995

Access to Medical Reports Act 1988

Race Relations Act 1976

Sex Discrimination Act 1975

Rehabilitation of Offenders Act 1974

Immigration Act 1971

Immigration (Employment of Adults Subject to Immigration Control (Maximum Penalty) Order 2008

Immigration (Restrictions on Employment) Order 2007

This list is not exhaustive

It is *Just Imagine Day Nursery's – Canvey Island* policy to recruit the most suitable person for each vacancy, regardless of gender, colour, race, nationality, national or ethnic origins, religion or beliefs, age or perceived age, sexual orientation or disability. Wherever possible, existing employees will be invited to apply for career development opportunities when a suitable vacancy arises.

Procedure

- Vacancies may only be filled after a note detailing the reason for the vacancy and an appropriate Job and Person Specification have been notified to the Board of Directors and approval has been received. Where the job is to be advertised, the proposed advertisement **must** be submitted to Board of Directors for approval.
- **When and where appropriate, copies of all advertisements** are placed on internal notice boards, together with a note informing existing staff that they are welcome to apply.
- Staff concerned with recruitment must ensure that they comply fully with the organisation's **Equal Opportunities Policy** at every stage of the Recruitment Process.
- A decision to shortlist, interview or offer employment will be taken without regard to the applicant's gender, race, colour, nationality, national or ethnic origins, religion or belief, sexual orientation, age or unless a particular disability would prevent an applicant from carrying out the responsibilities of the vacant post.
- All job applications will be acknowledged within two weeks of receipt.
- External applicants who are invited to an interview must be sent the address of the location of the interview and an outline of the form of the interview, and appropriate staff must be informed that they are expected.
- Applicants who are not short-listed are to be informed of this fact as soon as possible.

The originals of documents provided by unsuccessful candidates (e.g., in support of their right to work in the UK) must be returned to them by secure means.

- When a suitable candidate has been identified, a job offer will be made subject to satisfactory references, proof of qualifications, sight of relevant documentation confirming the individual's right to work in the UK, and provision of a Disclosure & Barring Service check. All appointments are subject to a six-month probation period.
- Each offer letter must be accompanied by a statement of the Terms and Conditions of Employment relating to that position and a form for the applicant to sign denoting acceptance of the job on those conditions.
- In the case of internal promotions or transfers, the employee must be sent a letter confirming any variation to his or her Terms and Conditions e.g. salary, fringe benefits. Details of the planned induction should also be sent with this letter, outlining any training and development, coaching or work shadowing.
- Appointments will not be confirmed, nor starting dates set, until satisfactory replies have been received from referees, proof of qualifications submitted by the employee, the required DBS check has been applied for, and documentation confirming the individual's right to work in the UK has been seen and copied.
- Once the starting date has been agreed, the Nursery Manager and Team Leaders must be informed in order that the induction programme can be arranged and appropriate departments notified.
- All appointments will be made subject to a satisfactory probationary period. New employees' progress will be monitored closely by their Team Leader during this period and they will be interviewed within 6 weeks then mid-probation at 3 months and then have a probation interview after six months' employment. recommendation should be discussed and agreed at the probation interview as to whether the employment should be confirmed or terminated or their probation period should be extended.

Date reviewed: August 2021

Date for review: August 2022

Links to other policies: Induction Policy; Staff capability policy, Student/ volunteer policy, Career & Professional Development Policy