



## Safe Recruitment Policy

### Statement

At York Childcare (YC) we provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage (EYFS) to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified or undergoing training to gain the appropriate qualifications. We carry out checks for criminal and other records through the Disclosure and Barring Service (DBS, formerly Criminal Records Bureau) in accordance with statutory requirements.

### Vetting

All staff and Trustees recruited to work for YC are required to hold a valid DBS check. Staff will **not** be permitted to work if they do not hold a clear and current DBS check.

YC will pay for the initial cost of the check (currently £52) plus the fee (£13) to register for the annual update service.

The progress of a DBS check can be checked using the DBS tracking service.

Any staff leaving within 12 months of this initial check being made will be required to repay back a pro rata amount of this cost plus the cost of registering with the update service, based on the following scale.

If leaving within:	Amount of Deduction from Salary
1 month	£61
2 months	£56
3 months	£50
4 months	£44
5 months	£38
6 months	£32
7 months	£24
8 months	£20
9 months	£16
10 months	£12
11 months	£8

### DBS Update Service

As of 1<sup>st</sup> September 2014 it is a mandatory requirement to register for the DBS Update Service as part of the Ofsted DBS application. Failure to register for the Update Service may result in an Ofsted application being rejected.

The DBS update service lets applicants keep their DBS certificates up to date online and allows employers to check an employee's current status certificate online.

Staff can register for the update service online as soon as they have been issued with an application reference number or can wait and register when the DBS certificate is received. This must be completed within 19 days of the certificate being issued. Any staff failing to complete registration and maintain a subscription with the update service will be suspended without pay and will not be able to



work until this process has been completed. If it becomes necessary to pay for an additional full DBS check, this will be at the expense of the member of staff.

Details can be viewed online once registration is completed.

Registration lasts for 1 year and costs £13 per year and is free of charge to volunteers. YC will pay this annual renewal fee.

YC cannot offer work to any staff unless they have and maintain a clear DBS check – failure to comply with this mandatory requirement will result in dismissal.

Staff may be suspended pending investigation if the DBS Update service indicates that an employee is no longer considered suitable to work with children.

### **Annual Declaration of Suitability to Work with Children**

As part of YC's ongoing procedures for assessing the suitability of its workforce, all staff must read, understand and sign an annual declaration with regard to any changes to their criminal record status. It is vital that staff declare any charges made or criminal convictions to their manager immediately.

### **Staff Selection**

YC work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.

All staff have job descriptions which set out their roles and responsibilities.

All applications are welcomed. Applications will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, cultural/religious beliefs, ethnic origin or sexual orientation.

All appointments made are subject to receipt of two satisfactory references.

All internal applications and changes of post will be subject to this policy, and to appropriate selection processes, to ensure that all post holders have the appropriate skills and qualifications for their current post

### **Record Keeping**

All records relating to the employment of staff and volunteers are kept in a secure, confidential fireproof file, including those demonstrating that checks have been done, including the date and number of the enhanced DBS check.

### **Staff Changes**

YC will inform Ofsted of any changes in the person responsible for the setting and of changes to Trustees.

### **Training and staff development**

Staff who are appointed to work in a managerial / supervisory role (i.e. managers, deputy managers, team leaders) require as a minimum, a level 3 qualification that is relevant to childcare in accordance with the EYFS.

Managers are expected to hold or to undertake additional qualifications or training in leadership and management.

Other practitioners hold level 2 or 3 qualifications which are relevant to childcare.



At least one member of staff per nursery will hold or be working towards Graduate Leader status with additional responsibilities to fulfil.

Unqualified Nursery Assistants will be given opportunity to train.

Each nursery can offer one full time NVQ training placement/apprenticeship.

All staff are included in a programme of Continuous Professional Development (CPD).

(For full details see Staff Training and CPD Policies)

### **Managing absences and contingency plans for emergencies**

Room Managers will ensure that the ratios are maintained should a member of staff take annual leave. Where staff are unwell and require sick leave, YC will organise cover to ensure ratios are maintained, in keeping with the operational plan.

Sick leave is monitored and action is taken where necessary in accordance with the contract of employment.

In the absence of the Nursery Manager, the named Deputy Manager will take charge of the setting.

Supply staff are recruited to provide cover at times when regular staff are absent using the same recruitment policy and procedures.

At times of high staff absence it may become necessary to use the services of a childcare agency. YC ensures that it only contracts with an agency which can provide evidence that DBS checks, references and background checks have been completed to ensure that the staff are safe and suitable.

### **Induction Procedure**

YC provide an induction for all staff, volunteers, managers and students in order to fully brief them about the setting, the families we serve, policies and procedures, curriculum and daily practice.

The manager/supervisor will appoint a senior member of staff to commence nursery induction processes for new staff and volunteers.

The CEO will carry out a company induction for all new staff within one month of starting.

During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

Successful completion of the induction forms part of the probationary period which usually lasts 6 months from the date of the employment.