



THE ANCHOR SENDFRIENDLY INDEPENDENT SPECIALIST SCHOOLS

SAFER RECRUITMENT POLICY & PROCEDURE

TAS is committed to safeguarding and promoting the welfare of children and young people. TAS safer recruitment policy and procedure and the vetting of all staff members to ensure that they are suitable to be with children are an essential part of safeguarding the children in our care. TAS is vigilant in its recruitment processes, and we follow this procedure each and every time we recruit a new person to join our team.

We use reputable websites, newspapers, agencies and the local job centre to advertise vacancies. We ensure that recruitment literature includes details of our inclusion and diversity policy and our safer recruitment policy and procedure; including the requirement for an enhanced DBS check and at least two independent references covering at least the past 3 years.

All applicants receive an application form, information about TAS, a job description, a person specification, our safer recruitment policy and our inclusion and diversity policy. TAS does not accept CVs; all applicants are required to fully complete our own application form. We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.

The Head Teachers/ Nursery Manager will decide the most appropriate people for the interview panel. There will be at least two people involved in the overall decision making, at least one of whom will have had up to date safer recruitment training. On the interview day, all candidates' identities will be checked using, for example, their passport, driving licence or photographic ID. All candidates will be required to prove they are eligible to work in the UK. Any breaks or gaps in employment/education will be thoroughly explored with the candidate at interview. Any medical concerns will be thoroughly explored at interview and medical advice sought if necessary.

The successful candidate will be asked to provide proof of their qualifications, where applicable. Relevant qualifications will be checked, and copies taken for their personnel files. All candidates will be asked to take part in a supervised practical session, which will involve spending time in a particular age group in the school / nursery interacting with the children, staff, and, where appropriate parents.

All candidates reaching the interview stage will be questioned using the same set criteria and questions. These 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 school / nursery. The questions will be value based and will ensure the candidate has the same values as the school / nursery with regards to the safety and welfare of the children in their care. Candidates will be given a score for their answers including a score for their individual experience and qualifications.

The interviewers will then select the most suitable person for this position based on these scores and their knowledge and understanding of the early years' framework as well as the needs of the school / nursery.

The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of a newly qualified applicant, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences and will cover at least the last 3 years. These will be written references that will form part of their personnel file. All references will be verified by telephone or email.

Every candidate will receive communication from TAS stating whether they have been successful or not. Unsuccessful candidates will be offered feedback.

All new starters, other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check.

This will be initiated before the member of staff commences work in the school/school / nursery and they will not have unsupervised access to any child or their records before this check comes back clear.

The school / nursery will record and retain details about all new staff members including 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.

New starters are required to sign to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or are unsuitable to do so.

All new members of staff will undergo an intensive induction period during which time they will read and discuss the school/school / nursery policies and procedures and be assigned a 'mentor/ buddy' who will introduce them to the way in which the school / nursery operates. During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding policy and procedure, emergency evacuation procedures, inclusion and diversity procedures, health and safety procedures and all other TAS policies and procedures. They will have regular meetings with their line manager during their induction period to discuss their progress.

On-Going Staff Support And Checks

All staff members are responsible for notifying their line manager if there are any changes to their personal circumstances that may affect their suitability to work with children (staff suitability status will also be checked through an annual 'staff suitability questionnaire'). This may include, but is not limited to, police records/convictions, health, medication, Children's Social Care involvement with their own child/children. Staff members will face disciplinary action should they fail to notify the manager immediately.

All members of staff will be required to register with the DBS update service and agree to TAS completing an annual update of their DBS status. They will also be required to complete a health and suitability questionnaire. The Head of HR of TAS will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved.

All staff members have an appraisal and ongoing supervision meetings. These meetings provide staff members and managers with an opportunity to discuss and evaluate their performance and identify any training needs. The school / nursery will provide appropriate opportunities for all staff to

undertake professional development and training to help improve the quality of experiences provided for children.

TAS volunteers will follow the same recruitment and ongoing support processes as staff members.

Childcare Students

Childcare students will be required to demonstrate their suitability for the role through confirmation from their college or training provider that all the required suitability checks have been completed (as per TAS's requirements) and that the student is suitable for the role. Identity checks will be completed through sight of an original passport, driving licence or photographic ID. Qualification checks will also be completed, if appropriate, through sight of the original certificates. An original satisfactory enhanced DBS check completed by the college/training provider will also be required. Students will not be allowed unsupervised access to children. A full induction will be given to all students. They will have their ongoing suitability monitored through regular supervision and an annual declaration from the college regarding their suitability. No person under the age of seventeen will be allowed unsupervised access to children.

Work Experience Students

All work experience students will be required to demonstrate their suitability for the role through confirmation from their teacher/tutor that they consider them suitable to be in contact with children. Identity checks will be completed, through sight of photographic ID. A risk assessment will be carried out in relation to a young person being in the workplace and control measures put in place if necessary. Students under the age of 15 years will not be accepted on work experience. The number of work experience students attending will be limited to one per department to allow for appropriate supervision. Appropriate induction will be given to all work experience students. Work experience students will not be allowed unsupervised access to children and will not be permitted to undertake personal care routines with the children. No person under the age of seventeen will be allowed unsupervised access to children.

Providing References

It is the policy of TAS, in line with safe recruitment good practice, to provide references for staff and past students that provide as much factual information as possible to their future employer. The reference will clearly state that it is solely based on the person's time at TAS.

We welcome and abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021 and accompanying regulations. We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by the employer's responsibilities relating to informing the DBS of any changes to the suitability of their staff, whether this is a member of staff who has left the school / nursery or is still under investigation. This policy is in line with TAS Safeguarding Children and Young People Policy and Procedures, the Local Safeguarding Board Policies and Procedures and guidance, Working Together to **Safeguard Children 2018 and Keeping Children Safe in Education 2021**.

The Policy was adopted in : January 2025

Signed on behalf of TAS :

Next Review : January 2026