

Safer Recruitment Policy

Purpose of this document

This document has been developed to ensure that the recruitment process is fair and ensures appropriate safeguarding measures are in place.

Equalities

Stepping Stones will promote equality and all employees and volunteers are expected to adhere to this procedure in line with these obligations. Reasonable adjustments or supportive measures should be considered to ensure equality of access and opportunity regardless of age, gender, gender reassignment, pregnancy, maternity, race, ethnicity, sexual orientation, marriage, civil partnership, disability, religion or belief.

Before recruiting

Ensure that there is an up to date job description and person specification.

The Management Committee's authorisation must be obtained before a post is advertised.

Advertising

All vacancies which are open to external candidates can be advertised in the local Job Centre. This service is free. We can also advertise via the Pre-School Learning Alliance and on the NCC website.

Applying for vacancies

Candidates must apply for a vacancy by completing an application form. Applications will only be considered if we have a completed and signed form. Ideally applicant should pick their application forms up in person from the manager.

Shortlisting

Applicants will be shortlisted according to:

- The application form
- A copy of the advert, job description and person specification.
- Shortlisting will only be based on the pre-specified job related criteria.

Shortlisting paperwork is retained for 6 months and is used to give feedback to candidates who have been unsuccessful in obtaining an interview. Any rejected candidates should be offered feedback.

Interviews

- Interviews will be with the Pre-School Leader and at least one member of the Management Committee.

Interviewers should declare if they know any of the candidates and must not be involved with interviews where they have a close personal relationship with a candidate or they are a relation.

Candidates will be asked to advise us if they should have any special requirements or need any reasonable adjustments for the interview, we are obliged to make these when they relate to a disability under the Equality Act 2010.

Candidates will also be asked to bring with them copies of their qualifications, DBS check and proof of eligibility to work in the UK. Time must be allowed for these to be checked prior to interview.

All candidates will be asked a pre-agreed set of questions that relate to the requirements of the post to ensure that a consistent process is followed.

Interview notes will be taken and kept on record for 6 months (or held on the personnel file if a candidate is subsequently employed).

Job Offers

An offer will be made subject to:

- proof of eligibility to work in the UK.
- proof of qualifications or training if required.
- satisfactory references.
- probationary period.
- satisfactory Disclosure and Barring Service check.

References

The purpose of a reference is to provide (or obtain) information, in confidence, from (or to) a third party, giving a factual check on a candidate's employment history, qualifications and experience. References may also be used to check factual evidence such as timekeeping and attendance and is therefore an important step in the recruitment process.

Two references should be obtained before any new prospective employee begins work. At least one reference should be from a previous employer (line manager) or educational establishment.

References are not taken up for employees moving between internal posts.