



Safer Recruitment & Suitable Person Policy

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Rocket Productions aims to have a diverse, out of the box, high quality staff team that act at all times in the best interests of children's development, care, safety and welfare. To achieve this we have a range of policies to support the recruitment, development and retention of staff.

Rocket Productions is committed to ensuring that all staff, including students and volunteers are suitable to work with or be in regular contact with children as highlighted on 'Working together to safeguard children' (DfE, 2018). We are committed to providing a safe environment for employees, visitors, and children to comply with the Health and Safety at Work etc Act. 1974.

We are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so. We follow this procedure each and every time we recruit a new member to join our team and have systems in place to regularly monitor continued suitability of our staff. Both the Head and Office Guru have undertaken 'Safer Recruitment' training.

Safe Recruitment Legal requirements

- We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 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 our staff, whether this member of staff has left Rocket Productions or is still under investigation. We will act on any information that comes to our attention that suggests someone may no longer be suitable for their role.

Advertising

- We use reputable newspapers, websites and recruitment agencies.
- We ensure that all recruitment literature states we have an equal opportunities policy and contains details of our safe recruitment procedures; including the need for an enhanced DBS check and at least two independent references for every new employee.
- The post includes already the job description and necessary qualifications.

Interview stage

- We shortlist all suitable candidates against a pre-set specification (e.g. matches the role and qualifications needed as in the post/advert) and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not.
- All shortlisted candidates will fill in a Typeform prior the interview with relevant information such as qualifications, first aid certificates, etc.
- Our first round is usually held online with the CEO. If shortlisted, candidates are then invited to come in, meet the Head, and take part in a supervised trial which will involve spending time with a particular age group interacting with the children and staff.
- At the start of each interview all candidates' identities will be checked using, for example, valid passport and/or UK photocard driving licence. All candidates will be required to prove



they are eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history.

- All candidates reaching the interview stage are questioned using the same criteria. Questions will cover specific areas of childcare and the EYFS, including safeguarding the children in their care, experience with different age groups, planning suitable activities to enhance the child's development, examples of their teaching style/pedagogy and class management, checking their qualifications count as full and relevant for ratios, and their understanding of the legal framework (EYFS). The questions will be value based and will ensure the candidate has the same values as Rocket Productions with regards to our teaching approaches, the safety and welfare of the children and families in our Pre-Preps.
- In certain cases, e.g. due to Covid-19 restrictions, we might conduct all interviews via video call.
- The Head teacher, DoE and CEO will then select the most suitable person for the position based on these scores as well on the needs of our setting (our needs might change depending on number of children on roll or unforeseen events such as Covid-19, etc.)
- Every candidate will receive communication from Rocket Productions stating whether they have been successful or not. Unsuccessful candidates are offered feedback upon request.

Pre-employment checks and References:

Rocket Productions carries out a number of Pre-employment checks in respect of all prospective employees. These are carried out by the Office (Office Guru and double-checked by Head) who have all undertaken relevant Safer Recruitment training.

- Verification of identification and address, right to work in the UK and
- Proof of relevant and full qualifications checked against DfE list for Early Years (including barring Teachers if QTS and additional requirements such as assessed performance during their degree, paediatric 1st Aid or suitable level 2 literacy and numeracy qualifications, etc).
- Where an applicant claims to have changed his/her name by deed pole or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.
- All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the Office. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then for Teachers, the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the position for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. We will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

All references will be compared with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed. If the referee is a current or previous employer, they will be asked to confirm the following:

- The applicants date of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- Whether the applicant has ever been the subject of allegations, concerns or disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious

Criminal records check

Due to the nature of our work, Rocket Pre-Preps will always apply for an enhanced Disclosure and



Barring Service (DBS) check with Barred Lists (now known as an Enhanced Check for Regulated Activity) in respect of all roles at Rocket Productions which amount to “regulated activity” as defined in the Safeguarding Vulnerable Groups Act 2006. The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children and any information held by local police that is considered relevant to the role. The Office assistant will be carrying out these checks via Ucheck. Where possible staff must have the checks completed prior to starting employment

and must register with the Update service within 28 days of receiving their letter:

<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>. The Business Assistant and Office will annually check via the Update service that suitability has not changed.

Important: if a member of staff fails to register in the Update Service we will need to apply for a new DBS check at the employee’s cost.

If the individual has registered on the DBS system since July 2013, we may use the Update Service with the candidate’s permission instead of carrying out an enhanced DBS check.

Staff have an obligation to inform the Head immediately of any change to the status of their DBS Certification, if they have been charged or convicted of any offence, or if they have received a police caution, reprimand or warning

All staff will be informed of any staff awaiting enhanced DBS clearance. Staff awaiting these checks will never:

- Be left unsupervised whilst caring for children
- Take children for toilet visits unless supervised by staff holding an enhanced check
- Change nappies
- Be left alone in a room or outside with children
- Administer medication



- Take photographs of any children
- Be involved in looking at a child's learning and development log although can contribute to it in discussion with the key person
- Have access to children's personal details and records.

While adhering to the above list, we recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and Pre-Preps routine.

There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at the Head Teacher's discretion taking into account the following:

- seriousness of the offence or other information
- accuracy of the person's self-disclosure on the application form
- nature of the appointment including levels of supervision
- age of the individual at the time of the offence or other information
- the length of time that has elapsed since the offence or other information
- relevance of the offence or information to working or being in regular contact with children

Starting work summary

- As above, the successful candidate will be offered the position subject to at least two references and qualifications being full and relevant to the job position. Copies will be kept on the staff files.
- All new starters, other than those who have registered for the continuous updating service (their status will be checked by the Office), will be subject to an enhanced Disclosure and Barring Service (DBS) check via 'Ucheck'.
- Prior to employment, but after the job has been offered, a Health and Disqualification questionnaire will be given to the employee to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so. Results will be taken into account in making an overall decision about suitability. Rocket Productions and the Pre-Preps reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role.
- The setting will record (in the Staff Central Record - SCR) and retain details about the individual including staff qualifications, right to work in the UK and 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. The SCR also includes staff emergency contacts, first aid training and core CPD.
- All new members of staff will receive a link to the Rocket Manual (handbook) and will be given access to our online Rocket Staff portal which contains policies, procedures, relevant legislation and research on Early Childhood, EYFS and Learning support guidance, as well as a comprehensive list of CPD resources to support them whilst working at Rocket Productions and the Pre-Preps.
- New members of staff will be assigned a senior mentor and undergo an intensive induction period with the DoE or Assistant DoE which lasts two terms. The Induction programme is updated every year by the DoE and Heads or as needed. Both the Head and mentor will be



responsible for introduce the new member to the way in which the Pre-Prep or area of work operates.

- Induction during the first weeks will involve discussing policies and procedures such as Fire and Emergency; Safeguarding Children and Child Protection; Health & Safety, Intimate care; Curriculum, approach and OAP; identifying and supporting SEND; Behaviour management; etc. (See Induction Programme for more information). The Induction will be led by the DoE, Assistant DoE and the relevant senior coordinators (e.g. DSL, H&S coordinator, LSCs...). This will need to be signed off once each sections has been completed and kept in the staff files.
- The new member of staff will have regular meetings with their mentor during their induction period to discuss their progress and identify any professional needs.
- Head Teachers will hold a formal Probation review near 3 months of starting employment as well as termly supervision meetings and annual appraisals.

Ongoing suitability checks and support

- All staff are responsible for notifying the Head Teacher in person if any there are any changes to their circumstances that may affect their suitability to work with children. Staff will face disciplinary action should they fail to notify the Head Teacher immediately
- Staff suitability status will be checked by signing and updating the Health and disqualification questionnaire on a yearly basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervisions and mentoring meetings (mentor will also act as supervisors as needed).
- The Head Teacher 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. This may include requiring the individual to obtain a waiver from Ofsted in relation to any disqualification. Please see the Disciplinary Policy for further details
- Supervision meetings and appraisals will provide an opportunity for the Head Teacher and member of staff to discuss professional needs as well as to evaluate and discuss their performance and practice in the previous term or year. Staff will also be assigned a Mentor who will meet with them on a termly basis.

Rocket Productions will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children

Qualifications checks for Teaching staff

- [Check early years qualifications - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Full and Relevant List: [Early years qualifications achieved in England - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- Recognition for qualifications gained outside or England: [How you make an application for recognition of overseas qualifications - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- [Teaching Regulation Agency – Log into Teacher Self Service Portal \(education.gov.uk\)](http://education.gov.uk)