

## **4.1**

### **EMPLOYMENT AND SAFER RECRUITMENT**

The Ark Centre is committed to safeguarding and invested in promoting the welfare of vulnerable individuals. During recruitment our aim is to deter unsuitable applicants for applying for roles with vulnerable groups.

We then ensure that our staff and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

- All application forms, job adverts and recruitment briefs will contain a statement that a DBS will be required in the event of an individual being offered the position.
- Candidates are selected to attend an interview on their skills, qualifications and experience.
- The Ark Centre will advertise for trained staff and staff who are willing to be given training for them to be able to complete the job role.
- The Ark Centre will be looking for staff who are dedicated and passionate about supporting the students to succeed and reach their full potential.

#### *Recruitment process:*

1. Define requirements of the roles.
2. Agree selection panel. The current panel is the Centre Manager and Deputy Manager.
3. Identify job description.
4. Select a system for advertising, where and when.
5. Write an appropriate advert.
  - Once the advert is sent out, an appropriate closing date will be set (send out application forms, job descriptions and person specifications to each person who applies).
  - Applicants will be required to complete appropriate application form if they have applied through 3<sup>rd</sup> party such as 'indeed'.
  - Applicants will also be required to fill out 'self-disclosure form' when applying. These will not be checked until after shortlisting.
  - Short listing will take place within 3 working days of the closing date.
  - Interviews will then be set within 4 working days of short listing.
  - The process will be completed in three weeks. If no one suitable applies, then the process would be started again from sending out adverts.
6. Once an appropriate applicant has been found, their references and health checks would be sent for.
  - Ex-employer or character references would be asked for.
  - Verify certificates and review personal portfolio.

7. Once the references and checks have been completed if they are appropriate a start date will be sent to the successful applicant.
8. Once the applicant starts, they will receive and induction. Please refer to *Staff Training and Development Policy*.

#### Vetting, staff selection and safer recruitment

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- Our staff have job descriptions and job specifications, which set out their roles and responsibilities, along with staff terms and conditions.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.
- Where an individual is subscribed to the DBS Update Service we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post.
- We keep all records relating to the employment of our staff and volunteers; in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.
- Our staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.
- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

#### Notifying Ofsted of changes

We inform Ofsted of any changes to the person responsible for our setting.

### Staff

All staff are expected to cooperate with the implementation, monitoring and improvement of this and other policies. All staff are expected to challenge language, actions, behaviours and attitudes which are oppressive or discriminatory on the ground as specified in the statement of intent.

### Probation period

Each staff member will be given a 3-month probation period. Within this time, training and support will be given where appropriate. At the end of this period, a review of their performance will be made in line with The Ark Centre's professional development process.

### Retention policy

- Each member of staff will have an induction at the start of their employment. Please refer to the *Staff training and development policy*.
- The Manager or Senior Behaviour Therapist will complete an induction checklist with the member of staff.
- Supervision will be given throughout.
- Appraisal will be given and is detailed in the *Staff training and development policy*.

### Qualifications

- The Ark Centre is dedicated to offering a high level of care for the students attending, at all times at least 50% of the staff will have an early years qualification of level 3 or above.
- All staff including volunteers will be suitably qualified, have suitable experience and have undergone a full DBS check.
- The Ark Centre will not employ staff or volunteers that have been convicted of an offence or have been the subject of an order that disqualifies them from registration under regulations made under schedule 9A of the Children's Act 2004.
- No member of staff will be left alone with a child within the centre prior to The Ark Centre obtaining their DBS.

### Staff working with their own children/close relatives

- Students who have relatives within the staff are required to remain neutral while in The Ark Centre.
- Staff will not directly work with their relatives on a one-to-one basis.
- No special treatment will be given to a staff member's relative.
- The manager will consider special consideration or organisation of staff to avoid any direct contact.

### **Other useful Pre-school Learning Alliance publications**

- The New Early Years Employee Handbook (2020)
- Recruiting Early Years Staff (2020)
- People Management in the Early Years (2020)