

## **Safer Recruitment policy**

The management at Birchwood Day Nursery believe that recruitment of new staff members is a very serious matter; many issues are involved when employing new members of staff including safeguarding, recruitment checks and following legislations.

Before advertising for a role within the setting the management develop a job description, this includes job role, job position, training and all information relating to the job being advertised.

All applications received for the job vacancy are short listed and asked to attend an interview with the nursery Manager and Deputy Manager, all relevant qualifications are checked to ensure that they meet the criteria for the post being advertised.

A personal information questionnaire is filled out by all candidates, being interviewed to include health declaration, driving details and all relevant details.

Once all interviews are completed applicants are narrowed down and short listed to attend a working interview with a planned activity within the room that the position is for.

Once a candidate is chosen then the position is offered, on collection of referances, DBS check and subject to a six week trail.

Each member of staff under takes an induction and is required to fill out an induction form. During the induction procedure all staff are given an informative tour around the building, show fir exists, shown first aid boxes and given a copy of the policies and procedures and the employer handbook to read.

Date: 2015

Reviewed: 2016