

Safer Recruitment Policy

Chandlers Chatters Playgroup takes its commitment to Safeguarding and promoting the welfare of all the children in its care very seriously and expects all staff/volunteers to do the same.

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff/volunteers.

Our procedures are as follows:

- Any advertising of vacancies will be through reputable agencies, newspapers and recommendations.
- Any advertising will contain the above written statement regarding safeguarding.
- All applicants will be required to complete an application form, they will then be notified if they are successful informing them that they have reached the next stage.
- Successful candidates will be sent a job description before their interview and asked to provide three references.
- All references, where possible, will be checked before the interview

During the interview candidates will be asked to produce the following:

- Proof of identity (passport/photo card driving licence)
- Relevant qualifications, supported with certificates
- Proof of address
- Eligibility to work in the UK
- Disclose any criminal history in particular anything that may show up on a DBS disclosure
- Employment history and evidence of any gaps in their employment history
- Any Health concerns.

Applicants will then be informed a.s.a.p. as to whether they have been successful or not.

Starting work

All new staff will undergo an induction period of three months during which time they will read all the settings Policies and Procedures. They will work under the supervision of a mentor where they will be provided of the daily routines and how a session operates. During this period of time their performance will be monitored closely and if satisfactory levels are not reached their employment may be reconsidered.

All new staff are required to sign a Declaration of Confidentiality