

## **Safe Recruitment Policy**

### **Statement of Purpose**

In recruiting staff for Torphins Playgroup, the safeguarding and welfare of children is paramount. We will ensure that all applicants are suitable and fit to work with children. Applicants will have the relevant skills, knowledge and experience appropriate to the roles they undertake. We are committed to promoting a selection process that is systematic, efficient and effective ensuring equality of opportunity for all and achieving recruitment and retention of motivated employees. All applicants will need to be registered with the appropriate regulatory body.

### **Registration Requirements**

Successful applicants will be required to be registered with the [Protecting Vulnerable Groups scheme \(PVG\)](#). The Scottish Social Services Council (SSSC) Code of Practice for Social Service employers will also be followed. (<https://www.sssc.uk.com/the-scottish-social-services-council/sssc-codes-of-practice/> ) All employees have a responsibility to meet the requirements of the code of practice. Employees will need to meet the appropriate registration criteria for their particular post (as per [www.sssc.uk.com](http://www.sssc.uk.com)). Regulation of the social services workforce and the services they work in, national standards of conduct and practice which employers and social service workers must follow, and legislation that protects vulnerable groups, all support delivery of high-quality social services in Scotland. Whilst this helps create professional accountability for care services and workers, employers remain responsible for making sure that only people who are suitable enter the workforce, as per the guidance contained in '[Safer Recruitment Through Better Recruitment](#)'.

### **Recruitment Procedures**

Robust recruitment procedures will be followed to ensure that staff recruited are suitable to work with children and have the appropriate skills and experience for the intended role.

#### *Job Description*

The vacancy will be reviewed, and a relevant job description compiled, detailing the job specification and conditions of service. The vacancy will be advertised through a variety of media to ensure as wide a range of applicants as possible.

#### *Applications*

The application form will ask all applicants for the same information and will include the requirement to complete a declaration about their suitability and fitness to work with young children. For selection purposes and to ensure equality of opportunity all individuals will be considered on their individual merits.

Interviews will be held by a panel comprising ideally of three people and must have a minimum of two people. Usually these will be the Committee Chairperson, Manager and Lead Practitioner.

A set of questions will be agreed by the interview panel in advance and will be relevant to the job description devised for the vacancy. All candidates will be asked the same questions, in the same order, and their responses noted. All applicants should have the opportunity to discuss their employment history in relation to the advertised vacancy. Applicants should have the opportunity to ask questions and be informed of when they can expect to be told of the outcome.

### *Employment Offer*

The successful applicant will have to provide two written references, one of which should be their most recent employer. Qualifications and relevant experience will be matched in relation to the job specification. Registration with any relevant professional organisations should be clarified. References will be compared to the application form to ensure consistency of information.

It will be made clear that all appointments will be made subject to a probationary period of 3 months. A review between the post holder and the manager will take place after three months to discuss progress. At the end of the probationary period, subject to a satisfactory report by the manager, employees will be notified that they have successfully completed this. The probationary period can, if deemed appropriate, be extended by three months.

Once the post has been filled, unsuccessful candidates will be informed of the outcome and offered the opportunity for feedback.

An offer of appointment to the successful applicant should be conditional upon:

- The receipt of satisfactory references
- Verification of the applicant's identity, if that could not be verified at interview stage
- Verification of qualifications, if not verified at interview
- A PVG scheme record check

### *Confidentiality*

All information relating to the applicants will be treated in the strictest confidence. Only those involved in the recruitment process will have access to the information and all documentation will be securely stored. The successful applicant's information will be kept in their confidential personnel file and information regarding unsuccessful applicants will be safely destroyed by shredding, pulping or burning.

### *Induction*

An induction process will be used to help welcome new staff to the setting and the organisation. All new employees will go through this process, which will outline information regarding the employees' roles and responsibilities, relevant legislation, codes of practice and organisational policies and procedures to which they must adhere. New employees will be given an Induction Action Plan, detailing training and reading required to be

completed over their probationary period. Effective management practices will be in place to monitor the performance and conduct of employees and new employees should be made aware of these. Information in relation to continuing professional development (CPD) opportunities will be made available to all new employees. The Scottish Government 'Early learning and childcare: national induction resource' will be used to support the induction process.

### *PVG Scheme Registration*

Confirmation of offers of employment to the preferred applicant will be subject to the receipt of satisfactory responses about their suitability and fitness to work. This will include a PVG record check and a medical report if required. The PVG Scheme Record check will state the:

- Name of person
- Date when check was made
- Unique reference number of PVG Scheme Record
- Position for which the PVG Scheme Record was requested.

Information regarding the PVG is highly confidential and only those authorised to do so should have access to it. All information regarding PVG will be stored in a locked non-portable container and access should be restricted to named individuals. The information must then be destroyed by burning, shredding or pulping once a recruitment decision has been made.

### **Student Placements**

We recognise and value the contribution early learning and childcare (ELC) settings can make in developing the skills and qualities of the future early years workforce. If asked to provide a student placement, the Playgroup will do so wherever practicable. We will offer a relevant worthwhile experience to the student whilst ensuring the needs of the children are being met. Appropriate procedures will be followed by both the Playgroup and the placing organisation.

### **Setting**

In accepting student placements, the Playgroup must be confident that the student has an interest in ELC and is suitable to work with young children. Playgroup has a responsibility to help develop the student's knowledge regarding working effectively with young children, as well as helping students to realise their full potential.

### **Placing Organisation**

Playgroup will ensure the placing organisation (colleges or training agencies) follow appropriate procedures to ensure a worthwhile experience for both the student and the Playgroup. All information regarding a student placement should be in writing. The student will have undertaken a Protecting Vulnerable Group (PVG) check and a satisfactory outcome will be recorded. The student's role within the Playgroup will be clearly stated and information regarding monitoring and assessment of the student should be explained. A student must never be left solely in charge of children.

## **Informal requests for work experience**

ELC settings can be approached by individuals or organisations (for example schools, third sector organisations or volunteers) and asked to provide work experience. This could be to enable the individual to meet entry requirements for a specific course related to children, or to gain experience before entering the workforce. In these instances, the Playgroup must carry out safe recruitment practices and act as if it were employing a new member of staff or recruiting a volunteer to work in the setting. Information will be provided about the individual and suitable references provided. The Playgroup will provide a formal statement, agreed with the individual or organisation specifying the terms and conditions of the placement, including not being left solely in charge of children, the timescale of the placement, as well as monitoring procedures and termination of the placement. Student placements in real work settings are vital to the development of the workforce. Close partnerships with placing organisations, robust vetting practices and good management practices will help minimise the risk to children whilst supporting the development of the future workforce.

## **Volunteers**

Volunteers working in care services should be treated in the same way as paid staff. The Volunteer Policy should be followed.

## **Monitoring of this Policy**

It will be the responsibility of Manager to ensure that all staff involved in the recruitment process are familiar with the policy and that it is being implemented.

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