



Clowns Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Clowns Nursery is committed to safeguarding and promoting the welfare of the children by providing the best possible care. The nursery is also committed to providing a supportive working environment for all members of staff. The nursery recognises that in order to achieve these aims it is of utmost importance to attract, recruit and retain staff who share this commitment.

Our aim is to ensure that:

- the staff we recruit are committed to the safeguarding of children.
- the best possible staff are recruited.
- all job applicants are considered equally.
- no job applicant is treated unfairly on any grounds including gender, race, colour, nationality, ethnic origin, religious belief, sexual orientation, marital status, disability, age or gender identity.
- the nursery meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre- employment checks.

To this end we follow the procedure below:

- We use only recognisable recruitment agencies, as well as recruiting directly through online advertising and in recognised publications.
- Candidates attend an informal tour of the nursery and a discussion about the position and the nursery's ethos prior to receiving an application pack for the role for which they wish to apply. In the event of a pandemic, we will not allow external adults into the nursery and will meet candidates informally over Zoom prior to receiving an application pack for the role for which they wish to apply.

We do not accept CVs as a form of application. All candidates (including agency staff and volunteers) looking to work or volunteer within the nursery MUST complete the application form in full, although a CV can be submitted alongside the application form.

- Upon receipt of the returned application form successful candidates will be invited back for an interview, which may include a trial morning, afternoon, or day. This is arranged directly with the candidate or via the agency, if applicable. In the event of a pandemic, successful candidates will be asked to complete a trio of remote tasks. Once completed these tasks are sent, via email, to the Operations Manager. Candidates who are successful at this stage will be invited to a follow-on Zoom meeting to discuss the completed tasks.
- Prior to the interview, and part of our due diligence checks, we will consider carrying out an online search (including social media) for all shortlisted candidates. Candidates are informed of this when signing the declaration on the initial application form. This could help identify any incidents /issues that have happened, and are publicly available online, which we may want to explore with the applicant at interview.

The online search is relevant as we do not want to recruit anyone who is unsuitable to work with children and/or will bring our setting into disrepute.

Some of the more obvious things we will look for as a part of our recruitment process includes evidence of offensive or inappropriate behaviour, jokes, or language; discriminatory comments; inappropriate photos; drug or alcohol misuse and anything that suggests a candidate may not be suitable to work with children.

If we decide to carry out an online search on shortlisted candidates, the search:

- must be carried out for all shortlisted candidates
- must follow the same process for all candidates
- will ideally be carried out by someone not directly involved in the recruitment process. At Clowns, this will be the Assistant Operations Manager, who will feed in only information that impacts safeguarding or reputation.
- should avoid information such as age, gender or race being passed on.
- will include a basic Google search and then the main social media and video platforms such as Twitter, Instagram, Facebook, TikTok and YouTube.
- will go back no more than 7 years.

At the interview we would discuss, with the candidate, the completed application form and, if applicable, relevant findings from the online search. Topics would include:

- The candidate's commitment to and responsibility for the safeguarding of children
- The requirement for an enhanced DBS which must be on the update service. We will discuss any disclosures in order to make a fair assessment of suitability for the role.
- Proof of qualification
- The requirement for at least 2 references from 2 different employers, one of whom must be their current or most recent employer. A character reference may be admissible if a second work reference cannot be obtained.
- If the references are obtained from a third party such as an agency, we will contact the referee directly, confirming authenticity of the reference.
- The requirement for a Declaration of Health form, declaring that they are suitable to work with children.
- Nursery closure periods and staff leave of absence.

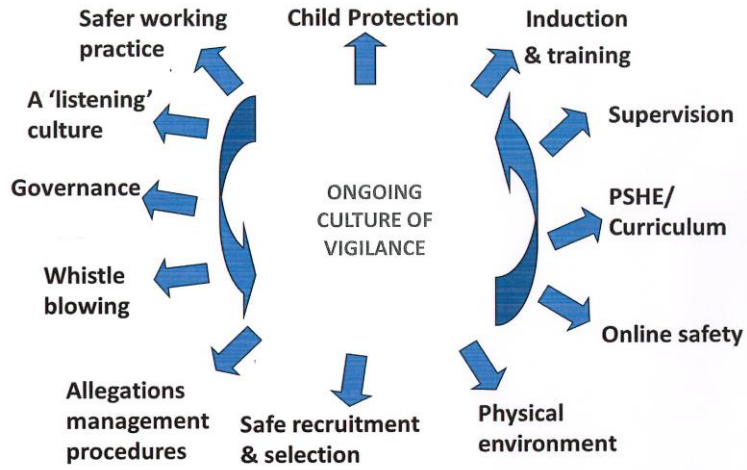
In the event of a pandemic, successful candidates will be invited in for a trial day or morning and will be required to wear PPE for the duration of their time in the nursery. The purpose of the trial day is to further assess the candidate's suitability for the role for which they have applied. They will be required to take all breaks offsite, as per our internal policies and procedures.

- Following on from a trial session and interview successful applicants will receive a conditional offer of employment subject to the following conditions being fulfilled:
 - Receipt of at least 2 satisfactory and verified references.
 - Showing us a copy of their original passport (which will be copied and returned to the candidate).
 - Proof of right to work in the UK, if the applicants nationality is not British.
 - A clear enhanced DBS which *must* be on the update service
 - A completed Suitability to Work Annual Declaration form
 - A completed Declaration of Health form
 - Evidence of qualification

Applicants who fulfil the above by the assigned deadline will receive a formal contract of employment which includes a 6-month probation period.

Personal data of unsuccessful applicants will be destroyed. If kept on file, it will be kept for no longer than for 3 months, after which time it will be destroyed in line with our data protection procedure.

Our recruitment policy and procedure is an integral part of our commitment to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment to an ongoing culture of vigilance:



Reviewed August 2023