**Before Interview**

**Clear job description in place** *(Job descriptions & specification available in Operations Manual)*

This must state:

* The main duties of the post
* The extent of contact/responsibility for children and young people
* The nurseries responsibility for promoting and safeguarding the welfare of the children

**Personal specification in place**

This must include:

* The essential and desirable qualifications and experience
* Other requirements needed to perform the role in relation to working with children and young people
* The competencies and qualities that the successful candidate should be able to demonstrate

**Post advertised as widely as possible**

Advert states:

* Commitment to safeguarding children
* The need for the successful applicant to undertake an enhanced criminal record check
* That proof of identity will be required
* Final date stated for applications and interview date if known

**Monkey Puzzle Application form must be used to obtain the candidates information. CV’s alone must not be accepted.** *(Copy of Application form can be found on Operations Manual)*

It seeks to obtain:

* A full history in chronological order since leaving secondary education, including periods of any post-secondary education/training and part-time and voluntary work as well as full time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment (where there are gaps in employment the gaps must be documented within the pre-screening/interview notes and saved in the candidates file
* Details of referees. One referee should be the applicant's current or most recent employer/line manager, not a colleague
* Where an applicant is not currently working with children, but has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children in addition to the current or most recent employer
* References are **not** accepted from relatives and should be from a creditable email address. Personal email addresses can only be accepted in the case of a character reference being given
* Information is requested about any previous - including spent - convictions, cautions, reprimands, warnings or bind-overs

**Information pack sent to applicants**

The pack includes a copy of:

* The application form
* The job description and person specification
* Relevant information about the organisation and the recruitment process

**Shortlisting**

* Shortlisting & interviewing candidates must be undertaken by a **minimum** of two people

and employed by Monkey Puzzle.

* The same selection panel both short list and interview the candidate
* Applications are reviewed against essential and desirable criteria
* Information is checked for consistency and discrepancies
* Gaps in employment/training or a history of repeated changes of employment are identified and noted on the Gaps in Employment form, so that they are taken up as part of the consideration of whether to short list the applicant, or to ask the applicant for further explanation at interview
* Incomplete applications are not accepted
* Candidates Qualifications must be checked to ensure they are full and relevant on <https://www.gov.uk/guidance/early-years-qualifications-finder>

**Pre-screening**

* Review of CVs and Cover Letters (Where applicable)
* Successful candidates are requested to provide dates for an initial interview over the phone, this can be completed by one person
* Pre-screening must consist of thorough safer recruitment questions covering:
1. General Information on the candidate i.e Email address & Mobile number
2. Age if applying for an Apprenticeship role
3. Confirm role applied for/Location
4. Right to Work Checks/Visas/Expiry Dates to be checked and verified
5. DBS Checks
6. Questions regarding suitability to work with children
7. Gaps in Employment History
8. Applications are reviewed against essential and desirable criteria
9. Interview Availability
10. Ability to Commute
11. Full and Relevant Qualifications (if applicable)
* Candidates Qualifications must be checked to ensure they are full and relevant on <https://www.gov.uk/guidance/early-years-qualifications-finder>

* If applicants pass the telephone pre-screening stage, they then receive an invitation to a formal interview at the nursery

**Interview**

* All interview questions must be a mix of *knowledge, behaviour & competency based and all questions must be completed*
* Gaps in employment/training or a history of repeated changes of employment are identified and noted on the interview notes, so that they are taken up as part of the consideration of whether to short list the applicant, or to ask the applicant for further explanation at interview
* All interviews should be face to face and where this is not possible candidates must be invited into the setting to meet the interviewees before commencing employment
* One person on the interview panel must take notes, if there is only one person interviewing then a form of notetaking must be taken to document the interview
* Record decision as to why/why not successful recorded in the interview notes

**Candidates must be asked at interview about:**

* Any anomalies, discrepancies identified on their application form; and this must be noted on the application form and signed
* Any gaps in their employment history- this must be noted on application form
* Criminal convictions and/or concerns/allegations/investigation
* Their motivation for working with children
* Their understanding of the role’s safeguarding responsibilities
* Clear notes are recorded by the note taker of the candidates’ responses at interview and stored securely
* The interview stresses that the identity of the successful candidate will be checked thoroughly and, that a DBS will be obtained
* All candidates bring with them documentary evidence of their right to work in the UK and their identity including any documentation relating to name changes. (this must be signed by the candidate to give permission for copies to be kept in files)
* Evidence should be as obtained in line with UK Visas and Immigration and the Disclosure and Barring Service, in formation about relevant documents can be found here: [ID checking guidelines for standard/enhanced DBS check applications from 1 July 2021 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#route-1) Photographic ID must be seen
* Candidates bring documents confirming any educational and professional qualification(s)..
* A copy of the documents used to verify the successful candidate's identity and qualifications are kept for the personnel file (this must be signed by the employee to give permission for copies to be kept in files)
* Candidates are informed that any offers of employment are conditional and dependant on checks

Shortlisting & interviewing candidates *preferred* to be undertaken by a minimum of two people and employed by Monkey Puzzle or external HR partner

**Post Interview/References**

* Professional references for the preferred candidate taken up if not already done prior to interview. A copy of the job description and person specification is included with all reference requests
* References must include one from the candidate’s current employer from their line manager or managerial department
* References obtained from a previous employer involving childcare if the candidate is not currently working in childcare to confirm details of their employment and reason(s) for leaving
* Character references are only accepted where professional references are not available for any reason, for example, this is the candidates first employment or the previous employer is no longer in business or contactable
* ‘Open-ended’ ‘To whom it may concern’ references are not accepted
* References are **not** accepted from relatives and should be from a creditable email address.
* Personal email addresses can only be accepted in the case of a character reference being given

Written references must be obtained from the named referee for e.g. from the business email account/calling the company and asking for the named referee

* Reference consent form in place to obtain objective verifiable information
* Prewritten references are not accepted
* References must confirm suitability and if there have been substantiated safeguarding concerns
* Birth Certificates must be reviewed to see if there has been a name change
* Offer letter to be sent to candidate outlining conditional offer of employment – subject to safer recruitment checks
* Candidate must have been provided with the link to apply for their DBS application if they are not on the update service. Employer must complete the candidate's verification on the DBS portal without delay to ensure the checks are completed in a timely manner
* If the candidate has lived outside of the UK, for longer than 3 months within the last 5 years then an Overseas Criminal Check must be obtained- information can be found here: [Guidance on the application process for criminal records checks overseas - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants/guidance-on-the-application-process-for-criminal-records-checks-overseas)

**On receipt of references:** *(Reference request Pack is available on Sharepoint.*

1. They are checked to ensure all questions have been answered satisfactorily;
2. Prior to the confirmation of an appointment, where possible, referees are telephoned to confirm their views on the candidate and to ensure information provided by the candidate is accurate
3. Any information about past disciplinary action or allegations is considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago or an allegation determined to be unfounded or did not require formal disciplinary sanctions, and in which no further issues have been raised, are less likely to cause concern than more serious or recent concerns, or issues that were not resolved satisfactorily. A history of repeated concerns or allegations over time should give cause for concern
4. References should try to obtain information if the previous employer would rehire, if the answer is ‘no’ then reasoning **must** be obtained. However, it must also be taken into account that previous employers may answer no to this question as part of a malicious attempt to prevent the candidate from gaining successful employment

**A contract is to be sent to the successful candidate which is conditional upon:**

1. Receipt of at least two satisfactory written references, confirmed by email and reference form completed if possible
2. Verification of the candidate's identity
3. A satisfactory Disclosure and Barring Service certificate at the appropriate level (unless the Disclosure and Barring Service Update Service applies); if a candidate is on the update service a copy of the original certificate must be seen and DBS number copied by the interviewer
4. Where there is a delay in obtaining a DBS then a DBS Risk Assessment must be completed and employees must be on restricted duties until the employer is in receipt of the DBS Certificate details
5. Evidence of permission to work in the United Kingdom. If the candidate has a Visa, then a right to work check must be completed and saved to the employee's file. If you are not certain on a specific Visa type and the conditions, then you must seek legal advice before the candidate is appointed – the candidate should be placed on a fixed term contract aligning with their visa expiry date and logged in order to notify the employer allowing enough time before the contract ends, in order to review
6. Verification of qualifications – if the candidate is deemed qualified then the qualifications must be checked to ensure they are full and relevant <https://www.gov.uk/guidance/early-years-qualifications-finder>
7. Overseas police checks (if applicable)

**All safer recruitment checks are:**

1. Followed up where they are unsatisfactory or where there are discrepancies in the information provided
2. Documented and retained within the employees personnel file which must remain on the nursery premises at all times
3. DBS information is recorded on the Single Central Record detailing the date when the disclosure was obtained, by whom, level of disclosure and unique reference number