



Happiness – **Achievement** – **Nurture** – **Kindness**

Safe Recruitment

1. Policy Statement:

At Kinellar Nursery, all recruitment is carried out in line with Aberdeenshire Council's Recruitment and Selection Policy. Aberdeenshire Council is committed to adopting a fair and consistent approach in its Recruitment and Selection Procedures whilst ensuring the employment and retention of a high quality and motivated workforce.

In line with **Care Inspectorate, 2015 - 'Protecting Vulnerable Groups Guidance for Care Inspectorate staff and service providers'**, Kinellar Nursery has the responsibility to:

1. Ensure that we are satisfied about the fitness of our provision and management.
2. Ensure that we implement the PVG scheme appropriately as part of the safe recruitment of the managers and staff.
3. Ensure that we supply information required by Disclosure Scotland appropriately.

At Kinellar Nursery we follow national policy and guidelines to ensure that we are satisfied with the fitness of staff, students and volunteers. We implement the PVG scheme appropriately as part of safe recruitment and use the information required and supplied by Disclosure Scotland appropriately.

Scottish Executive, 2007, "Safer Recruitment Through Better Recruitment" outlines the following outcomes of safer recruitment:

- Legal and regulatory requirements are met
- Potential applicants are aware of the employer's commitment to the welfare of vulnerable people
- Employers are satisfied that each candidate has demonstrated their suitability for the specific post
- Employers are satisfied as far as possible at each stage of recruitment and selection that the candidate is safe to practice
- Employers are satisfied at each stage of the recruitment and selection process that the best candidate(s) have been selected to progress to the next stage
- Employers are satisfied of the candidate's identity, qualifications and registration status

This is supported by further guidance from The Care Inspectorate "Safer Recruitment Through Better Recruitment, 2016"

At Kinellar Nursery we continually evaluate our practice against **Education Scotland, 2016, "How Good Is Our Early Learning and Childcare."** This includes the following standards:

QI 1.4 All practitioners have current membership of Protection of Vulnerable groups (PVG) scheme and are registered with relevant bodies, for example SSSC and GTCS.

QI 1.4 Equalities legislation is adhered to and explicit in recruitment of all practitioners.

QI 2.1 Child protection and safeguarding policies and procedures reflect most recent legislation and are reviewed on a regular basis.

This policy will be reviewed regularly and in response to accident, incident or change in national or local policy or guidance.

2. Aims/Principles:

At Kinellar Nursery, our vision is to create an environment which is a safe and happy place to learn and we value Happiness, Achievement, Nurture and Kindness. This is only possible through the recruitment of staff who are committed to this vision and display these values in themselves. Safe recruitment at Kinellar Nursery will mean that children are protected from harm in our setting and are able to thrive in a positive environment. All children have the right for adults to do what is best for them (United Nations Convention on the Rights of the Child - 1989) and by ensuring recruitment policies are adhered to, we will be confident in our ability to achieve this.

3. Procedure: How we do it

At Kinellar Nursery we follow Aberdeenshire Council's recruitment procedure. This involves:

1. Consideration prior to commencement of process
 - Is recruitment necessary?
 - Approval by budget holder
 - Is rapid recruitment required?
2. Vacant positions will be advertised in the local press and on www.myjobscotland.gov.uk
3. Following the closing date, interviews will be arranged and conducted by the Nursery Manager and Head Teacher who have completed Recruitment and Selection training.
4. Following interview, the successful and unsuccessful candidates are informed and references are obtained.
5. Successful candidates must be registered with SSSC and the PVG Scheme.
6. Aberdeenshire Corporate Induction process is carried out upon commencement of post, through online training site ALDO. This includes Child Protection and Data Protection training.
7. All staff are given an induction to Kinellar Nursery by the Lead or Senior Practitioner. This involves going over policies, discussion of job description and roles in the nursery, and an overview of the nursery vision and improvement plan.
8. All staff joining Kinellar Nursery team are expected to be familiar with SSSC Codes of Practice.

4. Training

Training on safe recruitment can be found at:

<https://aldo.aberdeenshire.gov.uk>

Courses related to safe recruitment include:

Safeguarding children for managers and lead practitioners
Recruitment and Selection

5. Policy Review

- Date of Issue: October 2019
- Date of Review: June 2020
- Policy Author: Ruth Stannard

6. References and Appendices

Appendix 1

Care Inspectorate , 2015, "Protecting Vulnerable Groups" (page 8)

<http://hub.careinspectorate.com/media/380215/protecting-vulnerable-groups-may-16-ci-.pdf>

Appendix 2

Scottish Executive, 2007, "Safer Recruitment Through Better Recruitment"

<http://www.gov.scot/Resource/Doc/169841/0047325.pdf>

Appendix 3

Care Inspectorate, 2016, "Safer Recruitment Through Better Recruitment"

<http://hub.careinspectorate.com/knowledge/safer-recruitment/>

Appendix 4

Social Care No.201, 2011, "The Social Care and Social Work Improvement Scotland (Requirements for Care Services) Regulations

http://www.legislation.gov.uk/ssi/2011/210/pdfs/ssi_20110210_en.pdf

Appendix 5

mygov.scot, 2017, "PVG for employers"

<https://www.mygov.scot/pvg-for-employers/>

Appendix 6

Arcadia Lite, no date available, "Recruitment Selection and Criminal Record checks for employment"

<http://arcadialite.aberdeenshire.gov.uk/recruitment-selection/>

Appendix 7

Education Scotland, 2016, "How Good Is Our Early Learning and Childcare"

Quality Indicator 1.4 - Leadership of management and practitioners

Quality Indicator 2.1 - Safeguarding and Child Protection

https://education.gov.scot/improvement/documents/frameworks_selfevaluation/frwk1_niheditself-evaluationhgielc/hgioelc020316revised.pdf

Policy Review – September 2020 Nikki Nicol EYSP/ Policy Review September 2021