

SAFER RECRUITMENT, SELECTION & DISCLOSURE POLICY AND INTRODUCTION PROCEDURE



BEST Preschool is committed to providing the best possible care and education to its learners and to safeguarding and promoting the welfare of children and young people. The preschool is also committed to providing a supportive and flexible working environment to all its members of staff members. The preschool recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the nursery school recruitment policy are as follows:

- to ensure that the best possible staff are recruited based on their suitability for the position, merits, and abilities.
- to ensure that all job applicants are considered equally and consistently.
- to ensure that no job applicant is treated unfairly on any grounds, including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Safeguarding children and Safer recruitment in education (the Guidance), Keeping Children Safe in Education (KCSIE) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the nursery school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

ADVERTISING FOR POSITIONS

The preschool's advertisements for vacancies contain a job description and person specification. The preschool adheres to an equal opportunities policy and attempts to place its adverts where members of local communities can see them. This includes local family information centres, local libraries and in the 'Vacancies' section on its website. The recruitment announcement is made according to the chosen promotion channel.

The standard structure of a recruitment announcement is as follows:

- Company description.
- Job description (this section refers to the job responsibilities and contains information that can be found in the job description).
- Requirements (this section contains information on professional and behavioural competencies, level of education and qualifications required for the position).

RECRUITMENT AND SELECTION PROCEDURE

- A. The contacting of the selected candidates to be interviewed, after the CVs scrutiny, the establishment and holding of the interviews will be done by the Recruiter responsible for the recruitment project.
- B. The recruiter will conduct a first interview to assess the behavioural and professional skills relevant to the position. During the interview, the following aspects will be considered:
 - ✓ Discussing the experience in past positions based on the CV statements.
 - ✓ Knowledge and orientation towards solutions.
 - ✓ Long-term career plan.
 - ✓ Candidate's motivation (e.g. Motivations for Working with Children)
 - ✓ Relevant professional skills.
 - ✓ Relevant behavioural skills.
 - ✓ Personality traits (e.g. Emotional Maturity and Resilience, Values and Ethics).
 - ✓ Personal interests.
 - ✓ The present salary, as well as the desired one.
 - ✓ Other information that is relevant to the position being recruited. (e.g. Boundaries and Inappropriate Behaviour when working with children)

The recruiter follows an interview template (Appendix 1) to evidence each aspect mentioned above.

Safeguarding and child protection are guaranteed to feature in any interview for a job role that involves children and young people. Teaching prospects need to show a common sense to a great level of understanding of the practices and principles of safeguarding and child protection.

The recruiter will inform the candidates within a maximum of 3 weeks from the date of the interview if they will move on to the next stage of selection.

- C. Candidates who will pass on to the next stage of the recruitment and selection process will be interviewed by at least two of the following members of the management staff: Head of School or Educational Manager, and Human Resources Director.
- D. If it is decided to make an offer of employment following the formal interview, any such offer of confirming appointment will be conditional on the receipt of the following:
- 1) the agreement of a mutually acceptable start date and, subsequently, the signing of a contract incorporating the preschool's standard terms and conditions of employment.
 - 2) verification of the applicant's identity (where that has not previously been verified).
 - 3) receiving the criminal record and the certificate of behavioural integrity, which states the suitability of working with children.
 - 4) verification of the applicant's right to work in Romania.
 - 5) any further checks which are necessary as a result of the applicant having lived or worked outside of Romania (such as certificates of good conduct from the relevant embassies or police forces, or a suitable criminal records check).
 - 6) verification of professional qualifications which the preschool deems a requirement for the post, or which the applicant otherwise mentions in support of their application (where they have not been previously verified).
 - 7) the receipt of at least 2 references, written and verbal (one of which must be from the applicant's most recent employer), which the preschool considers to be satisfactory.
 - 8) completion and signing of **Staff Suitability Declaration (Appendix 2)**.

This form is to be completed by all staff before they commence employment, when official checks are delayed from reasonable undependable about the candidate and the deployment of staff is necessary to ensure the safety of supervision. (Including regular volunteers and students). This does not exempt any candidate from providing the required suitability documents as soon as they have them, at the latest

end of the 3-month trial period.

The employer reserves the right to cancel previous initial employment agreements if when checking the official evidence, this self-declaration becomes false.

PRE-APPOINTMENT CHECKS

BEST Preschool carries out a number of **pre-employment checks with respect** to all prospective employees.

a. Verification of identity and address

All applicants who are invited to an interview will be required to bring with them evidence of identity (address included), right to work in Romania (if the case), address and the qualifications required for the position, provided in the job advertisement. Original documents confirming any educational and professional qualifications referred to in their CV must be provided.

b. References

References will be taken up only for short-listed candidates before the interview and after signing the contract. Please note that no questions will be asked about health or medical fitness before any offer of employment is made.

All offers of employment will be subject to the receipt of a minimum of 2 references, which are considered satisfactory by the preschool. One of the references must be from the applicant's current or most recent employer.

If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

If the referee is a current or previous employer, they will also be asked to confirm the following (using the **Reference Request Form**- see **Appendix 3**):

- the applicant's details: dates of employment, job title/duties, reason for leaving, performance, and disciplinary record.
- teaching ability & general conduct.
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious.
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.

The preschool will inform the future employee before requesting the reference.

The preschool will only accept references obtained directly from the referee, and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The preschool will compare all references with any information given on the CV and Pre-appointment interview. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

References will usually be taken up on short-listed candidates before the interview. ***The final deadline for receipt of references is before the person starts work.***

c. Criminal Records Check

Due to the nature of the work, the preschool requested a Criminal Record (Police Cazier, DBS and/or ICPC) in respect of all prospective staff members.

- The preschool applies for a new Cazier check only in the situation when the existing one presented by the candidate is no longer valid. The details of the criminal record presented using the identity data of the person in question will be verified.
- The criminal record will be requested in the original, not a photocopy.
- An existing Criminal Record that is too old will not be accepted (older than 12 months)

according to the Romanian validity law of official criminal records).

BEST Preschool will always ensure that the person does not have unattended access to the children until the new check (Criminal Record / Certificate of Behavioural Integrity) confirms the proper character of the person.

d. Medical fitness

Please note that BEST Preschool will not ask questions about health or medical fitness before any offer of employment is made, as it falls under the Romanian Labour law of preventing any discrimination for pre-appointing to a job role based on a medical condition.

As an eliminatory condition to be appointed and hired to a role in education, each candidate is legally obliged to undergo a medical check by an authorised Labour doctor, which certifies the medical fit aptitudes for the job. This certificate is made available to the employer before signing the employment contract.

BEST Preschool has a central record which centralises whether or not certain checks have been made and, if so, the dates of those checks. The **Single Central Record (SCR)** contains an entry for all current members of staff, proprietors and volunteers at the school, and any others back to the date of the school's opening.

The SCR shows the date of the following checks, where applicable:

- sufficient information to identify the individual (e.g. name and post/job title).
- start date.
- end date.
- identity check – date.
- criminal record checks (whether from the UK or other countries) – date and information.
- right to work in the host country (staff, proprietors and volunteers if so required in the host country) – date and information (e.g. restrictions).
- professional qualifications (staff) – date and information.
- prohibition from teaching check, or equivalents, where relevant and available – date and information.
- medical fitness (staff)– date and information.
- employment history (e.g. application form/CV).
- references.

- disqualification from childcare (where applicable).

OFFERS AND REGRETS

Having interviewed all candidates, the Head of School and HR Director will compare their notes on each applicant to reach a consensus about who should be offered the post. The successful candidate is contacted as soon as possible by the HR Director, and a Job Offer for the position is made in writing.

If no candidate meets the requirements of the job specification, the selection process will be reopened and repeated until an appropriate candidate is found.

After offering the position to the successful candidate and after that person has accepted, the HR Director will inform the unsuccessful candidates about the outcome of the interview, stating the relevant reasons.

CONTRACTORS AND AGENCY STAFF

Contractors engaged by the preschool must complete the same checks for their employees that the preschool is required to complete for its staff. The preschool requires confirmation that these checks have been completed before employees of the Contractor can commence work at the preschool.

Agencies that supply staff to the preschool must also complete the pre-employment checks which the preschool would otherwise complete for its staff. Again, the Preschool requires confirmation that these checks have been completed before an individual can commence work at the preschool. The preschool will independently verify the identity of staff supplied by contractors or an agency, following the section above.

The preschool will keep in the above-mentioned staff file any relevant information provided as part of the application process. These will include copies of the documents used to verify the identity, the right to work in Romania (if applicable), the medical aptitude and the necessary qualifications.

Medical information may be used to help the preschool discharge its obligations

as an employer, e.g. so that the preschool may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the preschool for the duration of the successful applicant's employment with the preschool, and as per the applicable legislation and internal procedures.

REFERRALS TO THE DBS

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken before employment being confirmed. Whilst these are pre-employment checks, the preschool also has a legal duty to make a referral to the DBS in circumstances where a native English individual:

- ✓ has applied for a position at the preschool despite being barred from working with children; or
- ✓ has been removed by the preschool from working in a regulated activity (whether paid or unpaid), or has resigned before being removed, because they have harmed, or pose a risk of harm to, a child.

Retention of Records

If an applicant is appointed, the Preschool will retain any relevant information provided on their application form (together with any attachments) in their personnel file. If the application is unsuccessful, the data will be retained for 3 (three) years for the establishment, exercise or defence of legal claims. Please also see the School's Data Protection Policy for information on the retention of records.

INDUCTION PROCESS AND 3-MONTH TRIAL PERIOD

The new staff member will be on **a 3-month trial**.

If they are employed permanently, then they will be registered immediately for the first aid, safeguarding and child protection courses, fire prevention and safety at work internal training.

An induction procedure is followed whereby the new member of staff is given:

- ✓ Written guidelines on appropriate behaviour in the preschool-Staff Handbook.
- ✓ A copy of all preschool policies and procedures, or where they can be viewed and consulted whenever necessary.
- ✓ A copy of their job description.
- ✓ A discussion and training on Safeguarding and Child Protection / First Aid.
- ✓ A discussion and site training on fire/earthquake/safety procedures.
- ✓ Go through risk assessments.

The new member of staff is allocated a mentor to help enforce appropriate behaviour. An end-of-week review will be held with the mentor of the new employee for approximately 6 weeks to discuss their work performance and next steps for the following weeks.

When there are no disqualifications at the end of the 3-month trial period, for the first year of employment, the new staff member will have a review every six months, depending on their work performance, which will indicate any training needs required. This will be private and confidential on a one-to-one basis with the Head of Preschool.

Disqualification during the 3-month trial:

- ✓ Staff are expected to disclose any convictions, cautions, court orders, reprimands, and warnings which may affect their suitability to work with children, whether received at any time during their employment with BEST Preschool.
- ✓ If BEST Preschool has reasons to believe that a member of staff is under the influence of medicines, alcohol or any other substances that may affect their ability to care for children, they will not be allowed to work directly with the children, and further action will be taken.
- ✓ Repetitive failure to respect the Code of Conduct, school policies, procedures, internal rules and routines for ensuring safety at work or welfare, health or safeguarding of children.

When BEST Preschool becomes aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety

of children. In the event of disqualification, that person's employment with BEST Preschool will be terminated.

Last review: April 2025

Name of signatory: DAN NICULAIE-FARANGA

Role of signatory: permanent representative of the governor ITH MANAGEMENT OFFICE SRL

Name of signatory: ANCA ILIE

Role of signatory: Head of Preschool

APPENDIX 1

Pre-appointment interview template

Full Name _____

Date _____

Job title _____

1. Experience in past positions based on the CV statements - to be discussed in the interview.

2. Knowledge and orientation towards solutions - to be discussed in the interview.

3. Long-term career plan - to be discussed in the interview.

4. Motivations for working with children:

Why do you want to work with children?

When working with children, what do you consider to be your biggest strengths and areas to improve?

5. Understanding of Child Protection Principles:

What do you think are some challenges facing school staff today?

What would you do if you were concerned about a colleague's behaviour towards children?

6. Emotional Maturity and Resilience

Can you tell me about a time when you worked with children and your authority was seriously challenged?

Can you tell me about a person you have had some difficulty dealing with? What made it difficult?
How did you manage this situation?

7. Values and Ethics:

Can you tell me about a time when a child's behaviour caused you concern? How did you deal with this situation? How would you deal with this in the future?

How do you feel when somebody holds an opinion which differs from your own? How do you behave in this situation?

8. Boundaries and Inappropriate Behaviour

When do you think it's appropriate to physically intervene in a situation involving children and young people?

How do you define an appropriate staff and pupil relationship?

APPENDIX 2

Staff Suitability Self-Declaration

This form is to be completed by all staff before they commence employment, when official checks are delayed, and the deployment of staff is necessary to ensure the safety of supervision (*including regular volunteers and students*)

This does not exempt any candidate from providing the required suitability documents as soon as they are available, at the latest by the end of the 3-month trial period.

The employer reserves the right to cancel previous initial employment agreements if when checking the official evidence, this self-declaration becomes false.

Name of staff:

Name of Manager:

Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the manager/senior responsible for your recruitment.

Please circle yes or no against each bullet point:

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence since the date of your most recent Police Cazier?	YES / NO
Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before or during your employment at this setting?	YES / NO
Are you 'Disqualified for Caring for Children': (<i>to include</i>)	YES / NO
<i>Have you committed any offences against a child?</i>	YES / NO
<i>Have you committed any offences against an adult (e.g. rape, murder, indecent assault, actual bodily harm etc.)?</i>	YES / NO
<i>Have you been barred from working with children (DBS)?</i>	YES / NO

<i>Have your own children been taken into care?</i>	YES / NO
<i>Have/are your own children the subject of a child protection plan?</i>	YES / NO
<i>Has your name been placed on the Police Cazier barring list?</i>	YES / NO
<i>Have you had any convictions or cautions for the supply of illegal drugs?</i>	YES / NO

If you have answered YES to any of the questions, please provide further information below:

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Please tick after reading

_____ I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability.

_____ I will ensure I notify my employer of any convictions, cautions, court orders, reprimands, or warnings I may receive.

_____ I permit you to contact any previous settings, local authority staff, the police, the DBS, and Ofsted about my suitability to care for children.

Staff

Signed: Date:

Manager/Senior

Signed: Date:

Manager/Owner

Please record follow-up action taken, where relevant

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.....

Signed: Date action taken:

APPENDIX 3

Reference Request Form

REFEREE'S NAME:

REFEREE'S JOB TITLE:

REFEREE'S SCHOOL:

I. Please confirm the applicant's details:

Teacher's Name:

Teacher's Job Title:

Age range taught:

Discipline taught:

Period (from - to):

Reason for leaving:

II. Skills areas in the candidate's teaching ability & general conduct-

(Please rate on a scale from 1-5, where 1 is outstanding and 5 is unsatisfactory)

- a. Relationships with children
- b. Class management skills
- c. Preparation & planning
- d. Knowledge of the discipline taught
- e. Assessment of children's work
- f. Ability to communicate
- g. Relationships with staff
- f. Attendance & punctuality
- g. General attitude

III. Please comment briefly on the following:

(1) suitability of the candidate, experience and impact in the workplace.

(2) indicate areas of strength and areas for improvement.

(3) outcomes such as exam results (where applicable)

(4) wider school participation (extra responsibilities besides teaching)

IV. Concerns, either in or outside the school, which may make the candidate unsuitable to work with children? *(These comments may refer to personal conduct or child protection suspicions/issues*.)*

YES/NO, in case of a positive answer, please provide details

Date:.....

Name:...../Job title.....

Signature:...../Contact details.....

****BEST Preschool will seek to maintain the confidentiality of this reference. However, we may be required to disclose the contents to the subject of the reference by order of a court.***