

06 Safeguarding children, young people and vulnerable adults policy

06.13 – Safer Recruitment Policy

Jigsaw Preschool is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed 06: *Safeguarding Children, Young People and Vulnerable Adults* policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Checks on staff suitability

Checks undertaken by the early years setting will include:

- an explanation from you for any gaps in your employment
- checking you have the appropriate level of qualifications, training, skills and knowledge
- ensuring you have sufficient understanding and use of English to ensure the well-being of children in your care
- Online checks including review of social media posts
- references, with at least one being from your current or most recent employer
- a satisfactory enhanced DBS check and subscription to the DBS update service (having a conviction will not automatically prevent you from taking up employment)
- a request to obtain a Certificate of Good Conduct or equivalent from the relevant countries, if you have lived abroad in the past five years (excluding UK residents who have worked or travelled abroad, for example, on a gap year, or a person who has travelled extensively but has not remained in any country for sufficient time to establish a history)
- proof of essential qualifications
- Ofsted approval, where relevant
- completion of a medical questionnaire that is satisfactory to the setting
- proof of your identity (via the production of documents on an approved list)
- proof of the right to work in the UK (via the production of documents on an approved list)

Any false information provided may leave your continued employment at risk.

DBS

The Disclosure and Barring Service (DBS) provides a barring and criminal records disclosure

service. Its role is to ensure that anyone who presents a known risk to children and vulnerable groups is prevented from working with them. To achieve this, the DBS is responsible for making independent barring decisions. It maintains two constantly updated lists, one for those barred from working with children, the other for those barred from working with vulnerable adults. It is an offence for a person on the DBS children's barred list to work in a childcare role. It is also an offence for a childcare provider to knowingly employ a barred person in a childcare role. In circumstances where individuals have demonstrated a risk of harm to children or vulnerable adults, childcare employers are legally obliged to refer information about the concerns to the DBS.

DBS Update Service

To ensure we safeguard the children in our care, Jigsaw Preschool requires employees to subscribe to the DBS Update Service which has been set up to allow regular checks for new information on employees' suitability. If you have already subscribed to the service, we require your consent to perform checks as required. If you have not yet subscribed, you will need a new enhanced DBS check, and we require you to subscribe to the DBS Update Service within 30 days of receiving your new certificate. You must maintain this subscription throughout your employment with us.

As subscription to the DBS Update Service is transferable between jobs, you are personally responsible for the cost of subscription. If you fail to register or maintain your subscription, the cost of any subsequent checks will be deducted from your pay.

Disqualification

You have an obligation to disclose to the setting if you:

- are prohibited from working with children (in accordance with the Childcare Act, the Childcare Disqualification Regulations 2018 (Disqualification Regulations), the Early Years Foundation Stage (Welfare Requirements) Regulations 2012, the Statutory Framework for the Early Years Foundation Stage 2017 or otherwise)
- are on the DBS children's barred list
- have been cautioned subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence against a child
- have been cautioned for or convicted of violent or sexual criminal offences whether against children or adults (including, without limitation, offences committed overseas)
- are subject to an order made relating to the care of children which prevents them from having

unsupervised access (including, without limitation, where an order or child protection plan is made in respect of a child under the person's care)

- have had parental responsibility for a child that has been taken into care
- have had Ofsted registration refused or cancelled (except where the sole reason is non-payment of fees) in relation to childcare or children's homes, or has been disqualified from private fostering

For further guidance, please visit www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)

Reporting concerns

You have an obligation to report any concerns relating to the health, safety or welfare of children within the early years setting. If you have any concerns, these should be communicated using the line management or whistleblowing arrangements.

Police investigation, caution or charge

You have an obligation to report any incident, which you are subject to, which leads to a police investigation, caution or charge, which is related to your employment (e.g. a child related offence). If you are uncertain as to whether to report being subject to a police investigation, caution or charge you must speak to your line manager.

Other investigations

If you are involved in any incident which leads to an investigation by a government department or statutory body and which is related to your employment, you have an obligation to report it to the setting. If you are uncertain as to whether to report being subject to an investigation, you must speak to your line manager.

Mobile phone use

You must ensure that you do not have a personal mobile phone in your possession during working hours. Personal mobile phones must be kept in the staff room during working hours, although they can be used in staff room or business manager's office at the discretion of the SLT. You may give the setting's telephone number as an emergency contact.

Where trips are taken outside of the setting (either outings or home visits) and mobile phones are



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not provided by the setting, employees may use a personal mobile, which is fully charged and switched on for the duration of the trip. This number is recorded in the outings record.

Cameras, video phones and tablets

The use of cameras, video phones and tablets in the setting, especially to photograph children in the setting or on trips, is subject to the same restrictions as mobile phones. They may not be used at work for the purpose of photography unless express permission has been granted.

Employees found to be in breach of this policy will be subject to an investigation, which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution under various laws.

The early years setting will make appropriate arrangements for photographs to be taken when necessary, which ensures that permission is obtained from the parent/carer to ensure compliance with the General Data Protection Regulation.