

SAFER RECRUITMENT NEWSFLASH!

Current situation

- Please ensure that your recruitment processes are water-tight!
- An unsuitable individual is endeavouring to secure childcare employment in Lincolnshire. We must all be vigilant.

Seek support from BFS

- The Birth to Five Service is currently supporting providers with the whole recruitment process from advertising to interviewing.
- Our consultants will enable you to fully consider the strengths and weaknesses of each applicant.

Check qualifications

- Remember your setting must currently be led by a member of staff qualified to at least level 3 and 50% of all other staff must be qualified to level 2.
- The Government has an aspiration that the lead practitioner (could be any member of staff leading practice) will be a graduate by 2015, so it is important to plan ahead when recruiting new staff. (Applies to full day care only).

CRB and References

- Providers must undertake a new CRB check for all new members of staff. Do not accept an existing CRB as a CRB is not portable. The Ofsted EY02 form must be completed for a new manager, nominated person, director, business partner and committee member.
- Always take up two references, if an applicant has cited a member of staff at another setting, contact the setting owner/manager on the setting's telephone number. The named referee has been known to be a friend of the applicant and not an employee of the setting. Be cautious, be thorough, be sure.

Conditional offer, in writing

- Any offer of employment must be subject to CRB clearance and references, if either give cause for concern, you can legally let the individual go.

Thorough documented induction

- This will evidence that your new staff are aware of policy, procedure, practice, ethos, and the required standards.
- Importantly it will ensure that your staff fully understand the role that they have been appointed to do.