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**Recruitment and Suitable Person Policy and Procedures**

**At Zelda School we have set up this policy to ensure that all adults employed by Zelda School, or who have unsupervised access to the children at Zelda School, are suitable to do so.**

**The following procedures should be followed for all adults aged 16 and over:**

* **Who work directly with the children;**
* **Who live on the premises**
* **Who work on the premises (unless they do not work on the part of the premises where childcare takes place, or do not work there at times when children are present).**

**Employment Procedures:**

Vacancies for staff will be advertised locally and nationally. Application forms will include details of two references, qualifications, experience, health and a record of what the applicant has been doing since leaving education, applicants will be asked to explain any periods of non-employment.

Evidence of identity and certificates of qualifications must be produced.

Short-listed applicants will be invited to an interview and will be informed of a decision within 48 hours.

Zelda School will make decisions of suitability using evidence from:

* Qualifications
* Interviews, (interview notes should be kept in the SCR)
* Enhanced Criminal Records Checks from the Disclosure and Barring Service (DBS); to be completed before employment begins
* Checks for right to work in the UK if necessary
* Overseas checks if the applicant has lived or worked overseas for a period of 3 months or more

2 Reference checks must be completed for the successful candidate.

It is the Trustees’ responsibility to carry out suitable checks on all staff before employment commences. The chair will check the SCR annually or after new recruitment of staff has been completed.

New staff must complete a Health Declaration Form, which will be checked and updated at Staff Supervision meetings.

Records of Staff qualifications, identity checks and vetting processes that have been completed must be recorded and kept in the Single Central Record.

When identity checks are completed, if the applicant is a foreign national, then checks will be completed for the right to work within the UK through the Government website: <https://www.gov.uk/check-job-applicant-right-to-work>

For Early Years: The Manager and deputy of the setting must hold at least a relevant Level 3 qualification and at least half of all other staff must hold a relevant Level 2 qualification. The manager should have at least 2 years experience of working in Early Years, or at least 2 years of other suitable experience. To count in the Level 3 ratios staff holding Early Years Educator qualifications must also have achieved suitable level 2 qualifications in English and Maths. (See DfE Early Years Qualifications List published on GOV.UK)

All newly qualified entrants to the Early Years workforce on or after June 2016, must also have either a full Paediatric First Aid certificate or an emergency PFA certificate within 3 months of starting work in order to be included in staff ratios at Level 2/3 in an early years setting.

Trustees must also ensure that staff have sufficient understanding and use of English.

**Induction Training:**

An induction programmemust be completed by all staff and volunteers at Zelda School. The Induction programme includes an introduction to and copies of the school’s:

* **Staff Policy**
* **Behaviour Policy**
* **Safeguarding Policy and procedures**
* **Equal Opportunities Policy**
* **Health and Safety Policy**
* **Key Person Policy**
* **List of Key Children**
* **Assessment Guidelines**
* **Copy of Parent Handbook**
* **SEN Policy**
* **Record of Induction Training**

**Staff will be told the whereabouts of all the other policies and will be shown and talked through relevant Risk Assessments. The school’s emergency evacuation procedures will also be explained.**

**Procedures for Trustees:**

All new trustees will meet with the board before starting their role.

Trustees of Zelda School must also provide two references, have Enhanced Criminal Records Checks from the Disclosure and Barring Service (DBS), have the Right to Work and Living and Working Abroad checks completed too.

All trustees are required to complete basic safeguarding training and complete an induction program, which includes reading through the school’s policies.

An EY2 form must be completed for Ofsted so that checks can be completed before the new trustee starts in their role. Trustees may not attend any meetings or be involved in work for the school until these checks have been completed.

**Procedures for Volunteers:**

At Zelda School we encourage all parents, carers and other family members to take an active role in school life and spend some time volunteering in the school. We also engage in volunteer and training programmes (see our Student Placement Policy).Volunteers and students at Zelda School will not be left unattended with any child unless Enhanced Criminal Record checks have been received.

**Ongoing Supervision of Staff**

According to the EYFS *Staff Supervision must be provided, including support, coaching and training*. At Zelda School we prefer to call these meeting Staff Support Meeting as we wish to create a culture of mutual support, teamwork, continued improvement and opportunities for confidential discussions.

All staff will be offered a Staff Support Meeting each term, or more often if the Headteacher feels it is necessary.

(See Staff Policy for more details)

At Zelda School we wish to support our staff through any difficulties whether they are personal or professional, but we do also have legal obligations to protect the children and families that attend the school.

Staff have a legal obligation to disclose any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children. Staff need to inform the Headteacher of any changes to their health, including any medication they may need and Zelda School may seek medical advice to confirm a member of staffs suitability to work.

Staff records will be updated every 3 years or before if deemed necessary.

**Policy agreed by Trustees on:**

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**Signed:**

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**Policy to be reviewed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**