



## Happy Hands Pre-School Playgroup

making learning fun for over 30 years!

### Procedures for employing and vetting staff

October 2011

Vacancies should be advertised.

Applicants should complete a form, which will ask for details of qualifications, employment history, the names and addresses of two referees and declaration of all convictions, cautions or disqualifications from working with children.

- a sample Application Form is included in the Pre-School Alliance publication *Recruiting and Managing Employees*

Suitable candidates should be interviewed.

Once a decision has been made the successful candidate should be informed of the conditional offer.

#### VETTING

The following checks should then be made:

**References** must be sought.

An **enhanced Criminal Records Bureau Disclosure** must be obtained.

- *Subsidised Applications* - the DfES has contracted three companies to countersign applications. 1) Nestor Healthcare – [www.nestor-healthcare.co.uk](http://www.nestor-healthcare.co.uk)

2) TMG CRB – [www.tmgcrb.co.uk](http://www.tmgcrb.co.uk)

3) Capita Education – [www.capitaers.co.uk](http://www.capitaers.co.uk)

Evidence of **all qualifications** which are a requirement of the job should be requested.

Confirmation of medical suitability may also be sought.

Ofsted check the suitability of the provider (Committee members) and the manager (Supervisor)

#### VOLUNTEERS AND OTHER TEMPORARY STAFF

References and Criminal Records Bureau Disclosures should be obtained for all volunteers who regularly work with children.

Support workers who are supplied by other agencies or companies will need to provide evidence of their Criminal Records Bureau Disclosure which was obtained by that agency or company.

Confirmation of their suitability to work with children should also be requested.

#### Useful links:

To check for updates to information or procedures check

Ofsted – [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

DfES – [www.dfes.gov.uk](http://www.dfes.gov.uk)

CRB – [www.crb.gov.uk](http://www.crb.gov.uk)

Pre-school Alliance – [www.pre-school.org.uk](http://www.pre-school.org.uk)