

Leadership and Management

Recruitment – Process and Procedures



When staff/childminding assistants are being recruited, the registered person has a responsibility to make sure they are suitable. Do you have policies and procedures in place to support your practice?

TASK 1

Take a look at your existing recruitment policies and procedures.

- Do they truly reflect how you appoint new staff?
- Does it allow for equality of opportunity?
- Are applications reviewed and shortlisted systematically to allow for a fair process?
- Do your advertisements provide accurate representation of the position applicants are applying for?
- Who is involved in the recruitment process?
- Do they take account of qualification and experience? How do you weight the value of this?

- How are successful and unsuccessful applicants managed effectively?
- Are suitability checks e.g., DBS applications and appropriate references sought in a timely manner?
- Are you aware of your responsibilities to undertake due diligence checks, reviewing information available to the public online, such as social media accounts, streaming platforms etc.
- Do you accept CV's or do you insist upon a completed application form created by you the employer, specifically for the post being recruited to – see footnote *1.
- Have leaders/managers engaged in any recruitment training to support the effective implementation of the policies and procedures?

TASK 2

The ongoing recruitment crisis is a struggle that effects the entire sector. It is vital that providers do not allow this to impact on safe recruitment practices.

Work through the following scenario:

Following a sound application and positive interview process, Cassia has been successful in being appointed - subject to DBS checks and references.

Whilst the DBS check has returned, Cassia's most recent employer has refused to provide a reference. You consulted Cassia on why this might be, and she shared that she had left her previous employer following a dispute over pay. She anticipates that this may be the reason and has offered to provide a character reference from a former co-worker.

What do you do?

Things to consider:

- Have you contacted the previous employer to seek justification for them refusing to provide a reference e.g., any safeguarding concerns?
- Have any other references been received?
- How does Cassia's explanation impact your thinking?
- Would you accept the reference from the former co-worker?
- How might a risk assessment help you?

Issues such as this are not uncommon, and it is crucial that providers remain fair but vigilant when finding a solution.

Further reading:

[Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers](#)

[\(proceduresonline.com\)](#)

[Safer recruitment | NSPCC Learning](#)

[Working together to safeguard children](#)

[Supporting safer recruitment in the early years and education sector - GOV.UK \(www.gov.uk\)](#)

*1

“Employers should use an application form to obtain a common set of core data. It is not good practice to accept curriculum vitae in place of an application form because this will only contain the information the applicant wishes to present and may omit relevant details.” LSCP online procedures

*2

“In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Schools and colleges should inform shortlisted candidates that online searches may be done as part of due diligence checks.” Keeping children safe in education 2023