Safe Recruitment Policy August 2026

We are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so. We follow this procedure each time we recruit a new member of staff.

We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations.

Safer recruitment does not end when an individual is appointed. The suitability of staff will continue to be monitored throughout their employment.

Recruitment and shortlisting

- Job advertisements and job descriptions will clearly outline the requirements of the role and the Company's commitment to safeguarding and promoting the welfare of children.
- Applicants will be required to provide appropriate information regarding their qualifications, experience and employment history.
- We shortlist all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- Any gaps, inconsistencies or discrepancies identified within an applicant's employment history or application will be explored during the recruitment process and satisfactorily resolved before an appointment is confirmed.

Interview stage

- The SMT will decide the most appropriate people for the interview panel. There will be at least two people involved.
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These cover specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care
- Any concerns or inconsistencies identified within the candidate's application, employment history or references will be explored appropriately.
- Candidates will be given a score for their answers including a score for their individual experience and qualifications
- The SMT will then select the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of the nursery.

Starting work

- The successful candidate will be offered the position subject to satisfactory references. At least one written reference will be obtained before recruitment is completed and, wherever possible, directly from a previous employer. References will be checked for authenticity and any discrepancies or concerns will be followed up. Where appropriate, the reason for leaving previous employment will also be established.
- Successful candidates will be required to provide appropriate proof of identity and relevant qualifications. Qualifications will be verified to ensure they meet current EYFS requirements, including requirements for staff-to-child ratios where applicable.
- All new starters will be subject to an Enhanced DBS check, including a Children's Barred List check where required. An appropriate DBS Update Service check may be accepted where applicable. Required DBS checks will be completed before the individual starts work.
- Applicants requiring a new DBS check will initially pay the application cost. This will be reimbursed after one month of continuous employment. If employment ends before one month has been completed, the cost will not be reimbursed.
- The nursery will securely retain appropriate records of recruitment and vetting checks, including identity, qualifications, references and DBS information.

- A Right to Work check will be completed before employment begins in accordance with current Home Office requirements. Where permission to work is time-limited, appropriate follow-up checks will be completed before it expires.
- Where an applicant has lived or worked outside the UK, appropriate additional criminal record or suitability checks will be obtained where available and required in accordance with current government guidance.

Volunteers, students, apprentices and agency staff

- Appropriate safer recruitment and suitability checks will be undertaken for volunteers, students and apprentices according to their role, responsibilities and level of contact with children. Where an individual will undertake regulated activity with children, the appropriate DBS and Children's Barred List requirements will be followed.
- Where agency workers are used, the Company will obtain appropriate confirmation from the supplying agency that the necessary safer recruitment and suitability checks have been completed. The individual's identity will also be checked on arrival.

Induction and probation

- All new members of staff will undergo an induction programme during which time they will read and discuss the nursery policies and procedures.
- The induction will include safeguarding and child protection procedures, the Staff Code of Conduct, whistleblowing procedures and other policies and procedures relevant to the individual's role.
- All new members of staff will then go on to a probationary period where they will receive training and support as they learn the way in which the nursery operates
- The new member of staff will have regular meetings with the manager during their probation period to discuss their progress.
- At the end of the probation period an assessment will be made as to whether expected standards have been met. Only once the new staff member has proven to be competent will their probationary period finish.

Ongoing support and checks

- All staff and prospective staff are required to disclose any relevant information which may affect their suitability to work with children, subject to legal rules regarding information which does not need to be disclosed. This may include relevant arrests, charges, convictions, cautions, court orders, reprimands, warnings or other relevant circumstances, whether occurring before or during employment. Existing staff must notify the SMT immediately of any relevant change in circumstances. Staff suitability will also be reviewed through an annual Staff Suitability Questionnaire. Failure to disclose relevant information when required may result in disciplinary action.
- The SMT will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved.
- The nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.
- The SMT will provide opportunities for staff to discuss issues in supervisions, appraisals and staff meetings as well as by having an open door policy to any staff query at any time.

Disqualification and barring

- The Company will not employ or allow an individual to undertake duties from which they are legally disqualified or barred. Where there is reason to believe an individual may be disqualified or barred, the Company will follow current statutory requirements and government guidance, including any applicable disqualification waiver process.

Referrals and notifications

- The Company will make a referral to the Disclosure and Barring Service where it has a legal duty to do so, including where an individual has been removed from regulated activity because they have harmed or pose a risk of harm to a child, or where they would have been removed had they not resigned or otherwise left their employment.
- The Company will also make any notifications or referrals to Ofsted, the Local Authority Designated Officer (LADO), police or other relevant agencies where required.

Data protection and record keeping

- Recruitment, DBS and vetting information will be stored securely and confidentially and handled in accordance with applicable data protection requirements and the Company's data protection procedures.

Review of policy

- This policy will be reviewed regularly and whenever there are relevant changes to legislation, statutory guidance, EYFS requirements or the Company's recruitment procedures.