

Safer Recruitment Policy



At The Little Explorers Preschool, we are committed to safeguarding and promoting the welfare of all children in our care. We are equally committed to recruiting, selecting, and retaining staff who share this commitment. This Safer Recruitment Policy outlines the processes and checks in place to ensure that all staff, volunteers, students, and agency workers are suitable to work with children.

AIMS

- To deter unsuitable individuals from applying to work with children.
- To ensure that the recruitment and selection process is robust and consistent.
- To ensure that the nursery operates in line with current safer recruitment legislation and guidance.
- To promote a culture of safe, transparent practice and continuous safeguarding awareness.

RECRUITMENT PROCEDURE JOB ADVERTISING

- All job adverts will make reference to the responsibility for safeguarding and promoting the welfare of children and that all positions are subject to enhanced DBS checks.

APPLICATION STAGE:

- the application form will state that the applicant will be required to provide an enhanced DBS check if successful.
- We will provide applicants with a job description that clearly states the main duties and of the post and the individual's responsibility for promoting and safeguarding the welfare of children.
- We will provide a person specification that describes the competences and qualities that the applicant should have in addition to qualifications and experience relevant to the position.
- All applicants must complete an application form, detailing full employment history, education, and qualifications. A CV alone is not accepted in place of a full application form.
- Applicants must declare any criminal convictions or safeguarding concerns.
- Applicants will be notified by email if they have been selected to attend an interview or not.

SHORTLISTING AND INTERVIEW:

We will scrutinise the applicant's employment record looking for any gaps in employment, anomalies or discrepancies and question these should the applicant be invited to attend for interview.

- Candidates who meet the shortlisting criteria will be invited to a face-to-face interview.
- Candidates are required to bring the following documents:
 - Proof of identity (e.g. passport, driving licence, birth certificate)
 - Proof of address (e.g. utility bill or bank statement, dated within 3 months)
 - Evidence of right to work in the UK
 - National Insurance number documentation

- Relevant qualifications
- Disclosure of any criminal convictions or police involvement
- Name change documentation, if applicable (e.g. deed poll or marriage certificate)
- Where possible references will be checked prior to interview.

INTERVIEW:

- All interviews will be carried out by the Manager and a Deputy manager.
- All interviews will include questions on safeguarding, child protection, and professional conduct and suitability for the post.
- Interviewers will explore any gaps in employment or inconsistencies in application forms.
- Candidates are assessed for values, behaviours, and attitudes consistent with safeguarding children.
- Applicants will be required to bring a story or activity to share.
- Applicants will be notified after interview if they have been successful or not.

References and Pre-Employment Checks:

- Employment history will be checked, and a minimum of two written references will be obtained, ideally before interview, and always before employment starts.
- One reference must be from the candidate's most recent employer or educational setting.
- Any concerns raised in references will be followed up and documented.
- A DBS check will be carried out and will ideally need to be completed before the applicant starts. Without a suitable DBS check in place the applicant would not be allowed to work unsupervised at any time.
- All offers of employment are conditional upon satisfactory references and an Enhanced DBS check.

INDUCTION AND PROBATION

Induction Process:

- All new staff will complete a structured induction programme, including:
 - Reading and signing nursery policies and procedures
 - Completing mandatory training (Safeguarding, Prevent, Health & Safety, Food Hygiene, etc.
 - Familiarisation with key procedures: whistleblowing, intimate care, fire safety, confidentiality, use of mobile phones etc.

Probation Period:

Probation is a period of both professional development and review. It provides a fair opportunity for an employee to understand the company, the standard of performance required and to be given the guidance and support needed to be effective in his or her new role. Probation allows the manager of the newly appointed employee to assess objectively whether the new recruit is suitable for the role, taking into account the individual's overall capability, skills, performance and general conduct in relation to the job in question

- A 3-month probation period is in place for all new staff. Work ethic and performance will be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered or probation period extended.
- Probation may be extended to 6 months.
- New staff will not be allowed unsupervised access to children or carry out intimate care tasks (e.g. nappy changing, toileting) until:
 - Their DBS check is completed and confirmed as clear, they have been supervised and trained, and Management feel they are competent.
 - Staff must be medically fit to carry out the post.

Mentoring and Support:

- Each new member of staff will be mentored by a Manager or Deputy until they are fully competent.

ONGOING SUITABILITY AND MONITORING

- Staff must attend an annual suitability interview and a performance review.
- Staff are responsible for disclosing any:
 - Health issues, medications
 - Criminal proceedings or convictions
 - Changes in personal circumstances that may affect their suitability to work with children
- Any concerns about a staff member's ongoing suitability will be managed under the relevant safeguarding or disciplinary procedure.

ENHANCED DBS CHECKS

- All staff must hold an Enhanced DBS check with a check of the Barred List.
- New employees are required to register with the DBS Update Service, allowing regular checks by the preschool.
- The Preschool covers the cost of the initial DBS check for new employees.
- Confidentiality is maintained in line with DBS guidance. Disclosure certificates are not kept on file after checking, however, the issue date and certificate number are recorded.

RECORD KEEPING AND CONFIDENTIALITY

- All recruitment documents are stored securely in locked cabinets with restricted access.
- Staff files include: application form, interview notes, references, ID checks, DBS certificate details, training records, and suitability declarations.

Date July 2025

Reviewed:

