Safer Recruitment Policy

Policy Statement

Little Monsters Day Nursery is committed to safeguarding and promoting the welfare of children and young people. We recognise that safer recruitment is a key part of this commitment.

We aim to recruit, select, and retain staff who share our values and commitment to providing high-quality, safe, and nurturing care.

We are also committed to providing a supportive, fair, and inclusive working environment for all staff.

Aims of the Policy

We aim to ensure that:

- Only suitable, qualified, and committed individuals are recruited.
- Recruitment practices are fair, transparent, and consistent.
- All applicants are treated equally and without discrimination.
- Safer recruitment procedures meet statutory and regulatory requirements.
- All necessary checks are completed before employment begins.
- Children's safety and welfare remain our highest priority.

Equal Opportunities

We are committed to equality and diversity in recruitment.

No applicant will be treated unfairly on the grounds of:

- Age
- Disability
- Gender
- Gender reassignment
- Race or ethnicity
- Religion or belief
- Sexual orientation
- Marital or civil partnership status
- Pregnancy or maternity

All appointments are made on merit.

Recruitment and Selection Procedures

Advertising Vacancies

Vacancies are advertised through appropriate platforms and clearly state:

- The responsibilities of the role.
- Required qualifications and experience.
- Our commitment to safeguarding.
- The need for enhanced DBS checks.

Application Process

All applicants must:

- Complete an application form.
- Provide full employment and education history.
- Explain any gaps in employment.
- Declare any criminal convictions.

Curriculum vitae (CVs) are not accepted in place of application forms.

Applicants receive a job description and person specification.

Shortlisting and Online Searches

Shortlisted candidates may be subject to appropriate online searches as part of due diligence.

Any relevant findings are discussed at interview and recorded securely.

Interviews and Assessment

- All shortlisted applicants attend a formal interview.
- At least one interviewer has safer recruitment training.
- Questions include safeguarding scenarios.
- Candidates may be invited to complete a supervised work trial.

Interview records are retained securely.

Conditional Offer of Employment

All job offers are conditional upon:

- Verification of identity.
- Right to work in the UK.
- Two satisfactory references.

- Enhanced DBS check with barred list information.
- Health declaration.
- Verification of qualifications.
- Satisfactory work trial (where applicable).

Employment does not commence until checks are completed, unless risk assessed and supervised.

Pre-Employment Checks

Identity and Right to Work

Applicants must provide:

- Valid photographic ID (passport or driving licence).
- Proof of address.
- National Insurance number.
- Evidence of qualifications.

Name changes must be supported by legal documentation.

References

A minimum of two references is obtained, including:

- One from the most recent employer.
- One covering recent work with children (where applicable).

References are:

- Requested directly by the nursery.
- Verified before employment.
- Compared with application information.

Referees are asked about:

- Employment history.
- Suitability to work with children.
- Disciplinary records.
- Safeguarding concerns.

Open or personal references are not accepted.

Disclosure and Barring Service (DBS) Checks

All staff; volunteers, students, and committee members are required to obtain an Enhanced DBS check with barred list information.

DBS checks include:

- Convictions (spent and unspent).
- Cautions and warnings.
- Relevant police information.
- Barring status.

The nursery follows DBS guidance on handling and storage of information.

Storage of DBS Information

We ensure that:

- DBS certificates are viewed but not copied.
- Disclosure details are kept confidential.
- Records are stored securely.
- Information is destroyed after the required period.
- Only the disclosure number and date are retained.

Disqualification by Association

Staff are required to complete suitability declarations.

Where disqualification applies, appropriate action is taken and Ofsted is notified.

Declarations are reviewed regularly.

Probationary Period

All new staff are subject to a probationary period of three months.

During this period:

- Performance is monitored.
- Safeguarding practice is reviewed.
- Additional training may be provided.

The nursery may extend probation if necessary.

Induction and Ongoing Monitoring

All new staff receive an induction that includes:

- Safeguarding procedures.
- Code of conduct.
- Behaviour management.
- Whistleblowing.
- Health and safety.

Staff performance and suitability are reviewed through:

- Supervision.
- Appraisals.
- Training.
- Observations.

Single Central Record

The nursery maintains a Single Central Record of recruitment checks, including:

- Identity verification.
- DBS details.
- References.
- Right to work.
- Qualifications.

This record is available for inspection.

Volunteers and Students

Volunteers and students:

- Are subject to appropriate checks.
- Are always supervised until checks are complete.
- Do not undertake unsupervised or intimate care duties.

Managing Concerns About Suitability

Where concerns arise about a staff member's suitability:

- The DSL and manager are informed immediately.
- Appropriate investigations are undertaken.
- LADO and Ofsted are contacted where required.
- Referrals to DBS are made where necessary.

Legal Framework and Guidance

This policy is based on:

- Early Years Foundation Stage (EYFS)
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- DBS Code of Practice
- Equality Act 2010
- Rehabilitation of Offenders Act

Policy Review

This policy is reviewed annually or when legislation changes.

Policy Adoption

Setting: **Little Monsters Day Nursery**

Date Adopted: _____

Review Date: _____

Signed: _____

Name: _____

Role: _____