



Safer Recruitment Policy

Policy Statement

Our setting is committed to safeguarding and promoting the welfare of all children. We expect all staff, students, volunteers and committee members to share this commitment. We recognise that safer recruitment practices are an essential part of creating a safe environment for children and help deter, reject or identify people who might pose a risk.

This policy outlines the procedures we follow to ensure that all individuals working with children are suitable, appropriately qualified, and safe to do so.

Legal Framework

This policy is based on guidance from:

- **Statutory Framework for the Early Years Foundation Stage (EYFS)**
 - **Keeping Children Safe in Education (KCSIE)**
 - **Working Together to Safeguard Children**
 - **Childcare Act 2006**
 - **Safeguarding Vulnerable Groups Act 2006**
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Roles and Responsibilities

The manager/designated safeguarding lead (DSL) is responsible for:

- Ensuring safer recruitment procedures are followed
- Ensuring appropriate checks are carried out
- Maintaining a **Single Central Record (SCR)** of staff checks
- Ensuring staff understand safeguarding responsibilities
- Reporting concerns about staff suitability

All staff involved in recruitment will be familiar with safeguarding requirements.

Recruitment Process

Job Advertisements

All job adverts will clearly state:

- Our commitment to safeguarding children
 - That safeguarding checks will be carried out
 - The requirement for an **Enhanced DBS check**
 - That references will be obtained
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Job Descriptions and Person Specifications

Each role will have a clear job description and person specification outlining:

- Safeguarding responsibilities
 - Required qualifications and experience
 - Skills needed to work with children
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Application Process

Applicants must complete a formal application form. CVs alone will not be accepted.

The application form will require:

- Full employment history with explanations for gaps
- Qualifications
- Details of relevant experience
- References

Incomplete applications will not be accepted.

Shortlisting

Shortlisting will be based on the person specification.

Any:

- gaps in employment
- anomalies in work history
- safeguarding concerns

will be explored during the interview process.

Interviews

At least one person involved in recruitment should have completed **Safer Recruitment training**.

The interview process will:

- Explore the candidate's experience working with children
- Assess safeguarding knowledge
- Evaluate attitudes towards child protection
- Explore reasons for leaving previous roles

Candidates will also be asked questions relating to safeguarding and professional boundaries.

Pre-Employment Checks

All successful candidates will be required to complete the following checks before starting work:

Identity Check

Verification of identity using official documents (e.g. passport or driving licence).

Enhanced DBS Check

An **Enhanced Disclosure and Barring Service (DBS) check with barred list check** will be carried out.

References

At least **two references** will be obtained, including:

- One from the most recent employer
- Verification of suitability to work with children

References will be obtained **before employment begins** wherever possible.

Qualifications

Relevant qualifications will be verified.

Right to Work in the UK

Proof of eligibility to work in the UK will be checked.

Health Declaration

A health declaration may be required to ensure the individual is fit to work with children.

Disqualification by Association

Staff will be required to declare if they are disqualified under the **Childcare Disqualification Regulations**.

This includes living in a household where a disqualified person resides.

Single Central Record (SCR)

We maintain a **Single Central Record** containing:

- Identity checks
- DBS numbers and dates
- Qualification checks
- Right to work checks
- Reference checks
- Prohibition or disqualification checks where applicable

This record is available for inspection by **Ofsted**.

Induction

All new staff will complete an induction which includes:

- Safeguarding and child protection procedures
- Staff code of conduct
- Whistleblowing procedures
- Behaviour management

- Health and safety

Staff will also receive safeguarding training.

Ongoing Suitability

Staff are expected to:

- Inform the manager of any changes affecting their suitability
- Maintain professional conduct
- Follow safeguarding procedures

Regular supervision and safeguarding updates help ensure ongoing suitability.

Volunteers and Students

Volunteers and students will:

- Be supervised at all times
 - Undergo appropriate suitability checks where required
 - Not be left alone with children unless checks are completed
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Allegations Against Staff

Any allegation that a staff member may have:

- harmed a child
- committed a criminal offence against a child
- behaved in a way that indicates they may pose a risk to children

will be reported to the **Local Authority Designated Officer (LADO)** and handled in line with safeguarding procedures.

Policy Review

This policy will be reviewed annually or sooner if:

- legislation changes
- safeguarding guidance is updated

- concerns arise