



# Safer Recruitment

## **EYFS Safeguarding and Welfare Requirement: Suitable People**

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

### **Policy Statement**

Goostrey Pre-School is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and visitors to share this commitment.

We have robust safer recruitment and ongoing employment practices to ensure that children are cared for by safe, suitable and appropriately skilled adults.

This policy works alongside our Safeguarding and Child Protection Policy, Whistleblowing Policy, and Staff Code of Conduct.

### **Recruitment and Selection Procedures**

We follow a clear and consistent process that ensures unsuitable people are prevented from working with children.

#### Advertising and Applications

- All adverts will state our commitment to safeguarding and promoting the welfare of children, and that safer recruitment checks will be undertaken.
- Application forms will be used alongside CVs, to ensure full employment history and explanation of any gaps.

#### Shortlisting

- At least two people will shortlist candidates against the person specification of the role applied for.
- Incomplete applications, unexplained gaps in employment or discrepancies will be followed up.

#### Interviews

- Interview will be carried out with at least two people present and at least one member of the interview panel will have completed accredited Safer Recruitment Training.
- Interview questions will include safeguarding and scenarios to test the candidate's suitability to work with children.
- Candidates will be asked to bring original documents for identity, qualifications, and right-to-work checks.

### **Pre-Employment Checks**

We follow the requirements of the EYFS 2025, KCSIE, and the Disqualification under the Childcare Act 2006 guidance.

Checks include:

- Enhanced DBS check (with barred list check where appropriate).
- A minimum of two professional references, one from the most recent employer, and where the candidate's most recent employer is not in a role working with children, references will be obtained from a time where the candidate has worked with children.
- Verification of employment history and reasons for leaving previous childcare roles.
- Verification of relevant qualifications.
- Proof of identity and right to work in the UK.
- Health declaration to ensure medical fitness for the role.

All checks are recorded on the Pre-School's Single Central Record (SCR).

#### Probation and Induction

- All appointments are subject to a six-month probationary period with clear objectives and support.
- Staff will not have unsupervised access to children until all checks are complete.
- All new staff, students and volunteers will receive a robust induction covering safeguarding and all our policies and procedures.

#### Ongoing Suitability

- Staff must disclose any circumstances that may affect their suitability to work with children.
- Regular supervision and annual appraisals include discussion of safeguarding practice and personal well-being.
- Staff are required to sign to confirm their suitability as part of regular supervisions.
- Staff are encouraged to sign up to the DBS update service once an initial DBS check has been completed.
- DBS checks are monitored and updated as appropriate.

#### Volunteers, Students and Agency Staff

- Volunteers and students are not left unsupervised with children.
- Agency staff are subject to identity checks and must provide written confirmation from their employer that all vetting checks have been carried out.

#### **Safeguarding Allegations**

- Any allegation that a member of staff or volunteer may pose a risk of harm to children will be managed under our Whistleblowing Policy and referred to the Local Authority Designated Officer (LADO).

#### **Legal Framework**

- Statutory Framework for the Early Years Foundation Stage (EYFS, 2025)
- Keeping Children Safe in Education (KCSIE, 2024)

- Working Together to Safeguard Children (2023)
- Disqualification under the Childcare Act (2006, updated 2018)

### Monitoring and Review

- The Manager/Committee is responsible for ensuring this policy is implemented effectively.
- This policy will be reviewed annually, or sooner if legislation changes.

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| This policy was adopted at a meeting of | Goostrey Pre-School |
| Held on                                 | July 2025           |
| Date to be reviewed                     | July 2026           |
| Signed on behalf of the provider        |                     |
| Name of signatory                       | Becca Gledhill      |
| Role of signatory                       | Nursery Manager     |
| Name of signatory                       | Jessica Moores      |
| Role of signatory                       | Chair of Trustees   |