



Safer Recruitment Policy

Key Legislation and Guidance

Working Together to Safeguard Children 2018, Keeping Children Safe in Education 2022, Disqualification Under the Childcare Act 2006, Rehabilitation of Offenders Act 1974, Safeguarding Vulnerable Groups Act 2006, Protection of Freedom Act 2012, Data Protection Act 2018, Childrens Act 1989, and 2004, Freedom of Information Act 2000, Race Relations Act 1976 and Amendments 2000, Sex Discrimination Act 1975 and 1984, Sex Discrimination Regulations 1999, Human Rights Act 2000, Health Protection Agency Act 2004, Health and Safety Regulations 1974, Employment Agencies Act 1973, Employment Act 2002, SEND Act 2001, Disability and Discrimination Act 1995, Asylum and Immigration Act 1996, Employment Regulations 2009, EYFS 2021, HSCB Levels of Need Guidance 2014, EYFS 2025, GOV criminal records checks for overseas applicants

Policy Statement

Madley Pre-School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In this context it is vital that our Pre-School applies recruitment and selection procedures that identify people who are unsuited to work with children.

The measures described in this policy should be applied in relation to everyone who has responsibility for the care of children for any length of time and those who regularly come into contact with children in a supporting or voluntary capacity.

Madley Pre-School's Safer Recruitment Policy and Safeguarding Policy draws upon "Keeping Children Safe in Education 2022", "Working Together to Safeguard Children 2018" and "What to do if you are worried a child is being abused 2015" as well as "HSCB Levels of Need Guidance 2014."

Aims

- To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff and volunteers.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.
- To ensure that no candidate is treated unfairly on any grounds including race, colour, nationality, religion, sex or sexual orientation, marital status, disability, age.

Recruitment Procedures

In order to ensure Safer recruitment, Madley Pre-School will ensure:

- Any staff/ Committee members involved in the recruitment process have completed Safer Recruitment training at least every three years.
 - These staff are currently **Fiona Batstone and Michaela Byrne**
- That when a post is advertised, the advert makes clear our commitment to safeguarding and promoting the welfare of children.



- CVs will not be acceptable forms of application
- Application packs include a job description, person specification, full employment history, disclosure form and an overview of the setting.
- The advert and information pack makes reference to the responsibility for safeguarding and promoting the welfare of children and young people.
- The person specification includes specific reference to suitability to work with children.
- To obtain and scrutinise comprehensive information from short listed applicants and take up and satisfactorily resolve any discrepancies or anomalies.
- To verify that overseas candidates have the relevant paperwork to enable them to work in this country.
- To obtain independent professional and character references that answer specific questions to help assess a shortlisted applicant's suitability to work with children and follow up any concerns or discrepancies. These references will be obtained before a new member of staff is recruited.
- References from employers will be gained from a senior person with appropriate authority. References addressed openly e.g. To Whom it may concern, will not be accepted.
- We will not rely on applicants to gain their own reference, nor accept references from friends or family.
- That face-to-face interviews are conducted (with at least one panel member who has completed the Safer Recruitment Training) to ensure the candidate's suitability to work with children as well as their suitability for the post.
- Where the applicant has previously worked with children, references will be obtained from the last relevant employer. If the applicant has not worked with children before, we will obtain a reference from their current employer, training provider or education setting.
- To verify the successful candidate's identity and retain photocopy of photographic evidence.
- To verify the successful candidate has all the relevant academic or vocational qualifications claimed. These will be checked against the "Full and Relevant qualifications accepted by the DfE".
- Original copies of Qualification certificates will be seen, and a photocopy will be made and kept on file.
- If necessary, obtain a 'Right to Work' in the UK form
- To check previous employment history and experience and ask about any gaps in that history.
- Where an applicant is not currently in employment we will obtain verification of the applicant's most recent relevant period of employment.
- We will establish the applicant's reasons for leaving their last employment and follow-up on any concerns.
- They have the health and physical capacity for the job by completing a Health Declaration form.



- An Enhanced DBS check will be carried out for all employees and volunteers (we accept portable DBS checks on the update system). During this check we will ask for 3 original identity documents (documents will be checked, copied and annotated for our records even if the update service is used).
- If a valid DBS from a previous continuous employment is not available, the applicant will not be able to begin working at Madley Pre-School until a DBS has been received.
- Adults eg visitors from other settings/ parents without a DBS will be supervised at all times and will not be able to undertake any nappy changing or toilet duties with the children. A Risk assessment will be carried out to minimise any risks.
- Ensure new staff are familiarised with policies, especially Safeguarding and child protection, and whistleblowing policies.

Recruitment Procedures for Volunteers, Parents or Students

In order to ensure safer recruitment of volunteers, Madley Pre-School will:

- Invite all volunteers/ students for an informal interview (this may be with a student's teacher). No application form will be necessary.
- Obtain copies of original, relevant qualifications, if appropriate.
- Obtain 2 references before allowing volunteers to help in the setting. For students, 1 reference from their teacher will be accepted.
- Confirm ID of volunteer and photocopy original photographic ID to be held on file.
- Carry out an enhanced DBS for all volunteers over the age of 16.
- Ensure volunteers or students are never left alone with children.
- Ensure any students or volunteers are not included in the ratios, unless they hold a valid paediatric first aid certificate.

Excluding Known Abusers

- It will be made clear to all applicants for posts that the position is exempt from the Rehabilitation of Offenders Act 1974.
- All applicants will be interviewed before an appointment is made and will be asked to provide two references. All references will be followed up before an appointment is made and unexplained gaps in employment history or rapid moves between jobs will be questioned and an explanation sought.
- All appointments will be subject to an enhanced DBS check.
- Where an employee/ volunteer has subscribed to the Update service, Madley Pre-School will apply for a new enhanced DBS if their status is identified as having changed.



- All appointments, paid or unpaid, will be subject to a probationary period and will not be confirmed unless the Pre-School is confident that the appointed person can be trusted with the children.
- The Management team will ensure all staff understand their responsibility for disclosing any convictions, cautions, court orders, reprimands or warnings that may affect their suitability to work with children. Offences include those overseas that, had the offence been committed in the UK, would have disqualified that person from registration, regardless of how the offence is described in the law of the other country.
- A robust system has been put in place to routinely ensure that staff/ volunteers/ students remain suitable to work with children. This is done through questionnaires, observation and performance management reviews.

This policy was adopted by: Madley Pre-School

On: October 2022 updated Sep 2025

Date to be reviewed: October 2023 review again Sep 2026

Signed on behalf of the provider: _____

Name of signatory: Fiona Batstone

Role of signatory: Manager

