



Safer Recruitment Policy

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1. Introduction to Brookside Pre-school's recruitment policy

Brookside Pre-school is committed to providing the best possible care to its children and to safeguarding and promoting welfare of young children. The pre-school is also committed to providing a supportive working environment for all its members of staff. The pre-school recognises that, to achieve these aims, it is of most importance to attract, recruit and retain staff and Volunteers who share this commitment.

Brookside Pre-school follows a strict recruitment procedure to protect all children and young people in our care. Our aim is to.

- Ensure that the best quality staff are recruited
- Ensure that all job applicants are considered fairly and consistently
- Ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability, and age
- Ensure compliance with all relevant recommendations and guidance including the welfare requirements in the EYFS, the recommendations of Keeping children safe in education (DfE 2024) and the code of practice published by the Disclosure and Barring Service (DBS)
- Ensure that the pre-school meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre- employment checks.
- Ensure that all staff and volunteers receive a timetabled induction period during which they are closely observed and monitored.

2. Recruitment and selection procedure

2.1 There is a great deal that can be done during pre-employment planning to discourage unsuitable applicants from applying for a post in our organisation. Our commitment to safeguarding and promoting the welfare of children is made clear and featured, where relevant, on everything that our organisation produces.

This includes our:

- website
- advertisements
- promotional literature
- information pack

- job description
- person specification
- induction training materials.

We make applicants aware of our vigilant recruitment process and strong safeguarding culture. For anyone targeting our organisation with the intent of causing harm, this communicates a message that safeguarding has a high, ongoing priority and will provide a strong deterrent.

Within our job advertisements we include the following statement:

Brookside Pre-School takes its commitment to Safeguard and Promote the Welfare of Children very seriously and expects all staff, students, and volunteers to do the same.

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

2.2 Application process

- All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. A curriculum vitae will not be accepted in place of the completed application form. Applicants will receive a job description and person specification for the role applied for.
- Once all application forms have been submitted the applications will be shortlisted against the job description and person specification. Shortlisted applicants will be invited to a face-to-face interview.

2.3 Interview process

- Interview's will be co-ordinated face-to-face where possible by the pre-school management team and a pre-school committee member. Safer recruitment training has been completed by interviewers.
- In the event where face to face interviews cannot be held, video interviews may take place. Applicants should be informed in advance of the interview which software we are going to use. If interviews are being recorded, we will tell applicants how the recorded interview will be stored and how long for and how it will be shared.

Applicants will be asked to bring to interview:

- Photo ID such as current driving licence or passport.

- documentation confirming their national insurance number (for example, P45, P60 or national insurance card) or documentation confirming right to work in the UK.
- Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption) he/she will be required to provide documentary evidence of the change.
- Where appropriate, applicants maybe short listed and asked to come back for a second interview. Additionally, applicants may be invited to spend a morning in the pre-school on a formal basis watching how the applicant interacts and carries out simple tasks asked of them for that role. The applicant would be supervised at all times.

3. Pre-employment checks

At Brookside Pre-school we are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so. We follow this procedure each time we recruit a new member of staff or volunteer to join our team.

We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulation.

To ensure that we keep a track of employment checks we follow our recruitment checklist.

3.1 Verification of identity, address, and qualifications

- Original copies of the following are required before an employee is appointed.
- Photo ID such as current driving licence or passport.
- documentation confirming their national insurance number (for example, P45, P60 or national insurance card) or documentation confirming right to work in the UK.
- Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption) he/she will be required to provide documentary evidence of the change.
- Proof of qualifications and essential training certificates.
- Guidance can be found on acceptable documents to prove a person's right to work in the UK: <https://www.gov.uk/government/publications/right-to-work-checklist>

3.2 References

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which should be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative.

- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.
- All referees will be sent a copy of the job description and a person specification for the role which the applicant has applied for.
- The pre-school will only accept references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant or an open reference or testimonials. The pre-school will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.
- If the referee is a current or previous employer, they will also be asked to confirm the following;
 - the applicant's dates of employment, job title/duties, reason for leaving, performance, sickness, and disciplinary record
 - whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children
 - whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young people

3.3 Disclosure and Barring Service

Due to the nature of the work, the pre-school applies for Disclosure and Barring certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff, committee, volunteers, and students. The pre-school will always request an Enhanced Disclosure with barring check as described below.

- An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the rehabilitation of offenders Act 1974) together with details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question
- If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/her inclusion on the lists of those considered unsuitable to work with children maintained by the DFES and the department of health.
- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their DBS check comes back clear.
- All potential employees who are on the update service will have their DBS status checked and the information recorded in the single central register (SCR)

Upon receiving a DBS certificate through the post, employees must immediately hand this to the manager. The manager should take a note of the DBS number on the SCR and date of

issue in order for checks to be made. Copies of DBS certificates and ID are no longer kept in staff records.

- Whilst disclosure information and other confidential documents are being used for DBS applications they will be kept in a locked cabinet. Once the application has gone through these documents will be given back to the applicant in compliance with General Data protection regulations (GDPR)
- Checking staff suitability is firstly completed during the recruitment and selection process but is an ongoing process that is embedded into regular practice. During staff supervisions and appraisals, each member of staff is asked if anything has changed in their personal circumstances that would affect their suitability to work with children.

3.4 Offer of employment

If it is decided to make an offer of employment, any such offer will be conditional on the following;

- the agreement of a mutually acceptable start date and signing of a contract incorporating the pre-school's standard terms and conditions of employment.
- receipt of documents proving the right to work in the UK, which will be checked and photocopied.
- the receipt of two written references.
- the receipt of a satisfactory enhanced disclosure and barring check from the Disclosure and Barring Service
- a completed health declaration from health declaration form.

If the above conditions are satisfied and the offer is accepted, the applicant will be issued with a letter offering employment and a contract of employment. The employee will receive via email a job description, person specification, staff handbook, policies and risk assessments.

4. Observation and monitoring

For the first 6 weeks of employment (or until the manager deems appropriate) new and temporary employees will be closely observed and monitored to identify any concerning or inappropriate behaviour. Any concerns should be discussed with the employee straight away. New or temporary employees will not be left alone with children, they will not provide intimate care or serve food and drinks.

All appointments are subject to a six-month probationary period during which the employee will have regular supervision meetings to discuss their performance and raise any concerns or areas for improvement. The manager reserves the right to extend this probationary period should it be deemed necessary. If the employee fails to make significant improvement following performance targets or the manager believes that the employee is not suitable for the position, then the employee will fail to pass their probation period and their employment will end.

Before the employee begins work there will be an induction which involves the completion of mandatory safeguarding courses, reading the pre-school policies and risk assessments, housekeeping and an introduction to the staff and pre-school routine.

All new employees are allocated a mentor as a point of peer support and guidance.

During employment staff members will receive regular supervision meetings and appraisals to ensure that quality practice is maintained.

5. Use of Agency staff

We strive to have a consistent staff team of quality staff and absences are usually covered by our existing team members or committee members. However, we do use some agency staff members as a last resort. We value the support that agencies offer us however we recognise that they are not permanent employees so their duties and responsibilities may differ. As agency staff are not always familiar with our children and their individual needs we would ask them not to take part in serving food/drinks, no intimate care duties and they will not be left alone with children at any time.

We research the agencies that we use to ensure that they are a reputable company with thorough safer recruitment procedure and a variety of highly qualified or experienced staff. The agencies we use induct their staff and ensure that they complete basic training. When selecting an agency staff member we ideally choose a qualified staff member or an experienced one. Each staff member has a profile which we can read with details of their qualifications, training, experience and some background information about themselves. We also look at individual reviews of workers and provide feedback to agencies on their performance.

Where possible we try to be consistent in our use of agency staff by offering shifts to our most familiar, highly rated agency staff members who work well within our team. This provides consistency and a familiar person for the children.

At the beginning of an agency workers first shift at Brookside we ensure that they are given a copy of our Temporary staff/Volunteer's handbook which summarises key policies and procedures, Health and safety, safeguarding and expected roles and responsibilities. The handbook is not exhaustive of our policies, agency staff members can access our policies online at www.brooksidepreschool.co.uk

6. Committee members

As a registered charity our pre-school is led by a committee of volunteers including parents/past parents. Our committee members complete an EY2 form or "Early Years Information Report," which is used in the UK by Ofsted for people connected with the registration of a nursery or other childcare setting (trustees, directors, owners, etc.) to provide information about themselves during the initial registration process. Committee members apply for a DBS and will not officially join the committee or engage in Committee discussions until both checks are completed and all our policies have been read.

Committee members can work directly with the children once suitability checks are completed however as they are not permanent staff members they will work under the same duties as agency/new staff.