

Safer Recruitment Policy

(Updated September 2025 — Compliant with EYFS 2025 & KCSIE 2025)

1. Purpose and Scope

This policy explains how safer recruitment, vetting and ongoing suitability of staff and volunteers are managed to ensure that children are protected from harm.

It follows the **Statutory Framework for the Early Years Foundation Stage (2025)** and reflects **Keeping Children Safe in Education (2025)** good practice.

2. Key Principles

- The welfare of children is always the highest priority.
 - Recruitment decisions must help prevent unsuitable people from working with children.
 - All checks and decisions will be carried out and recorded by the Manager, who takes full responsibility for safer recruitment.
 - Recruitment is seen as part of a wider safeguarding culture, not a separate process.
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3. Responsibilities

Because the nursery is a **small business**, the **Manager** undertakes *all* recruitment, vetting, record-keeping and safeguarding-related responsibilities, including:

- Planning and running recruitment processes.
- Verifying identity, qualifications, references and right to work.
- Completing and recording all DBS and barred-list checks.
- Ensuring all pre-appointment and ongoing suitability checks meet EYFS and (where relevant) KCSIE requirements.
- Keeping records up to date and available for inspection.
- Completing safer-recruitment training and keeping knowledge current.
- Making DBS referrals or notifications to the LADO or Ofsted where required.

When external agencies, contractors or volunteers are used, the Manager personally confirms that appropriate checks have been completed.

4. Recruitment and Selection

Advertising and Application

- All adverts include a safeguarding statement making clear that the post involves regulated activity with children.
- Applicants complete a full application form giving employment history and explaining any gaps.
- The Manager may carry out an **online search** of shortlisted candidates to help identify any publicly available safeguarding concerns.

Interview

- Interviews explore the candidate's experience, values and approach to safeguarding.
- Any gaps or inconsistencies are discussed and recorded.

References

- At least **two written references** are obtained before appointment (one from the most recent employer).
- References are verified, followed up where vague, and must not be "to whom it may concern."
- All discrepancies are explored and recorded.

5. Pre-Appointment Checks

Before anyone starts work (even under supervision), the Manager ensures completion of:

Check	Action
Enhanced DBS (including barred-list)	Obtained before starting regulated activity.
DBS Update Service	Checked online (with consent). If the status shows a change, a new enhanced DBS is applied for.
Identity & Right to Work	Verified using original documents.
Qualifications	Copies seen and confirmed genuine.
References	Two satisfactory references received and verified.
Overseas checks	Completed if the person has lived or worked abroad.
Medical fitness	Confirmed through a declaration of fitness to work.

If any check is delayed (for example, a DBS still in progress), the person may start **only under direct supervision** and with a written risk assessment until clearance is received.

6. Duty to Refer and Notifications

- The Manager will **refer to the DBS** if any person is **dismissed (or would have been dismissed had they not resigned)** because they harmed, or may have harmed, a child.
 - The Manager will **inform Ofsted** and the **Local Authority Designated Officer (LADO)** of any allegations or safeguarding concerns that meet the required thresholds.
 - The Manager will also ensure any changes to staff suitability are reported immediately.
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7. Ongoing Suitability

- Every staff member completes an **annual suitability declaration**, confirming that no changes have occurred that affect their suitability to work with children.
 - Any changes (e.g. criminal investigations, medical issues, relationship with a disqualified person) must be reported immediately.
 - The Manager observes and reviews staff conduct and training needs regularly.
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8. Contractors, Agency Staff and Volunteers

- The Manager obtains **written confirmation** from any agency or contractor that all appropriate safer-recruitment checks have been completed.
 - ID is verified on arrival, and records kept.
 - Volunteers and students are supervised at all times unless they have full checks for regulated activity.
 - Unchecked visitors and contractors are never left unsupervised with children.
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9. Record-Keeping

- The Manager keeps a **secure recruitment file** for each person, including evidence of identity, references, DBS details (reference number, date, who checked), qualifications, and right-to-work documentation.
 - For maintained nursery schools, a **Single Central Record (SCR)** is maintained. For PVI nurseries, an **equivalent staff vetting record** is held and available for inspection.
 - DBS certificates are not retained beyond six months after verification.
 - All records are stored securely and confidentially.
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10. Training and Review

- The Manager completes accredited **Safer Recruitment Training** and refreshes it regularly.
- All staff receive safeguarding induction and refresher training at least annually.
- This policy is reviewed annually or sooner if guidance changes.

11. Summary of Good Practice

- No person works unsupervised with children until all checks are complete.
- Online searches may be carried out for shortlisted candidates.
- Two references must be obtained and verified.
- The Manager personally verifies all vetting information and keeps detailed written records.
- Immediate DBS referral is made for any dismissal (or resignation) relating to risk of harm.
- Records are maintained accurately and ready for inspection.