



SAFER RECRUITMENT POLICY

EYFS: 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.14, 3.15, 3.16, 3.17, 3.18, 3.19, 3.20, 3.21, 3.22, 3.23, 3.25, 3.26

Introduction

Harvey Road Day Nursery (“the nursery”) is committed to providing the best possible care to its children and to safeguarding and promoting the welfare of young children. The nursery is also committed to providing a supportive working environment for all its members of staff. The nursery recognises that, in order to achieve these aims, it’s of fundamental importance to attract, recruit and retain staff who share this commitment.

The aims of the nursery’s recruitment policy are as follows:

- To ensure that the best possible staff are recruited
- To ensure people looking after children are suitable to fulfil the requirements of their role (3.9 safeguarding welfare requirements)
- To ensure that all job applicants are considered equally and consistently
- To 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
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education and Skills (DfES) in “safeguarding children: safer recruitment and selection in education settings” and the code of practice
- To have effective systems in place to ensure suitability of staff and any other person coming into regular contact with children including obtaining information about whether a person is disqualified.
- To ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks.

2. Recruitment and selection procedure:

All applicants for employment will be required to complete an application form containing questions about their academic employment history and their suitability for the role. A curriculum vitae will not be accepted in place of the completed application form. Any candidate who submits a curriculum vitae will be asked to complete an application form.

Applicants will receive a job description, person specification for the role applied for. The applicant may then be invited to spend some time in the Nursery at which his/her relevant skills and experience will be discussed in more detail. If it is decided to make an offer of employment following the visit, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and signing of a contract incorporating the nursery’s standard terms and conditions of employment
- The receipt of two references (one of which should be from the applicant’s most recent employer) which the nursery considers satisfactory.
- The receipt of a satisfactory DBS check.

- Staff suitability declaration completed.
- Medical clearance.

If the above conditions are satisfactory and the offer is accepted the applicant will be issued with a contract as confirmation of employment. All appointments are subject to six months probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the nursery is 4 weeks.

3. Pre-employment checks:

In accordance with the recommendations of the DfES in “safeguarding children; safer recruitment and selection in education settings” the nursery carries out a number of pre-employment checks in respect of all prospective employees.

3.1 Verification of identity and address:

All applicants who are invited to a visit will be required to bring the following evidence of identity, address and qualifications.

- Current driving licence or passport or full birth certificate; and
- Two utility bills or statements no more than 3 months old (from different sources) showing their name and home address; and
- Documentation confirming their national insurance number (P45, P60 or national insurance card); and
- Documents confirming any educational and professional qualifications referred to in their application form.

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.

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 reference 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. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant’s dates of employment, salary, job title/duties, reason for leaving, performance, 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 behavior towards children and young people.

The nursery 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 testimonial.

The nursery 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.

3.3 DBS Check

Due to the nature of the work, the nursery applies for DBS checks in respect of all prospective staff members, directors and volunteers.

The nursery will always request Enhanced Disclosure as described below;

- An Enhanced Disclosure will contain details of all convictions on record including current spent convictions (including those which are defined as “spent” under the rehabilitation of offenders Act 1974) together with details of any cautions, reprimands or warnings 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 these considered unsuitable to work with children maintained by the DfES and the department of health.

Where the nursery uses staff from supply agencies then the nursery expects these agencies to have completed DBS checks with these staff prior to them being available for work. Proof of DBS checks will be required before the nursery will commission services from any such organisation.

3.4 Retention and security of disclosure information

The nursery’s policy is to observe the guidance issued or supported by the DBS check on the use of disclosure information. In particular, the nursery will:

- Store disclosure information and other confidential documents issued in regards to the DBS check in locked cabinets, access to which will be restricted to specific members of staff.
- Not to retain disclosure information or any associated correspondence for longer than is necessary. In most cases the nursery will not retain such information for longer than 6 months although the nursery will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique reference number and the recruitment decision taken.
- Record information about staff qualifications identify checks and vetting processes that have been completed.
- Ensure that any disclosure information is destroyed by suitably secure means such as shredding.
- Prohibit the photocopying or scanning of any disclosure information.

3.5 Staff suitability declarations are completed on an annual basis.

4. Retention of records

If the applicant is appointed, the nursery will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the applicant is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specially requests the nursery to keep their details on file.

5. Queries

If an applicant has any queries on how to complete the application form or any other matter, they should contact the nursery.

Contact Numbers:

Name	Contact No
Social Services Emergency Duty Team	04345 40455204
Ofsted	0300 1231231

This policy was adopted in	Signed on behalf of the nursery	Date for review
August 2026	Suzanne Baldry - Nursery Manager	August 2027