Safer Recruitment Policy

Introduction

At Alcester Nursery studio Ltd, we are committed to safeguarding and promoting the welfare of all children in our care. We are equally committed to recruiting, selecting, and retaining staff who share this commitment. This Safer Recruitment Policy outlines the processes and checks in place to ensure that all staff, volunteers, students, and agency workers are suitable to work with children.

We follow the principles outlined in the *"Keeping Children Safe in Education"* guidance and meet all requirements of the **EYFS (2026)** statutory framework.

Aims

- To deter unsuitable individuals from applying to work with children.
- To ensure that the recruitment and selection process is robust and consistent.
- To ensure that the nursery operates in line with current safer recruitment legislation and guidance.
- To promote a culture of safe, transparent practice and continuous safeguarding awareness.

Recruitment Procedure

1. Application Stage:

- All applicants must complete an application form, detailing full employment history, education, and qualifications.
- Applicants must declare any criminal convictions or safeguarding concerns.
- A CV alone is not accepted in place of a full application form.

2. Shortlisting and Interview:

- Candidates who meet the shortlisting criteria will be invited to a face-to-face interview.
- Candidates are required to bring the following documents:
    - Proof of identity (e.g. passport, driving licence, birth certificate)
    - Proof of address (e.g. utility bill or bank statement, dated within 3 months)
    - Evidence of right to work in the UK
    - National Insurance number documentation
    - Relevant qualifications

- Disclosure of any criminal convictions or police involvement
- Name change documentation, if applicable (e.g. deed poll or marriage certificate)

3. Interview:

- All interviews will include questions on safeguarding, child protection, and professional conduct.
- Interviewers will explore any gaps in employment or inconsistencies in application forms.
- Candidates are assessed for values, behaviours, and attitudes consistent with safeguarding children.

4. References and Pre-Employment Checks:

- A minimum of two written references will be obtained, ideally before interview, and always before employment starts.
- One reference must be from the candidate's most recent employer or educational setting.
- Any concerns raised in references will be followed up and documented.
- All offers of employment are conditional upon satisfactory references and an Enhanced DBS check.

Induction and Probation

1. Induction Process:

- All new staff will complete a structured induction programme, including:
  - Reading and signing nursery policies and procedures
  - Completing mandatory training (Safeguarding, Prevent, Health & Safety, Food Hygiene, etc.)
  - Familiarisation with key procedures: whistleblowing, intimate care, fire safety, confidentiality

2. Probation Period:

- A 3-month probation period is in place for all new staff.
- Where references are incomplete, probation may be extended to 6 months.
- New staff will not be allowed unsupervised access to children or carry out intimate care tasks (e.g. nappy changing, toileting) until:
  - Their DBS check is completed and confirmed as clear

- They have completed their safeguarding training
- Their identity and references have been fully verified

3. Mentoring and Support:

- Each new member of staff will be allocated a mentor who supports them during induction and probation.

Ongoing Suitability and Monitoring

- Staff must attend an **annual suitability interview** and a **performance review**.
- Staff are responsible for disclosing any:
  - Health issues
  - Criminal proceedings or convictions
  - Changes in personal circumstances that may affect their suitability to work with children
- Any concerns about a staff member's ongoing suitability will be managed under the relevant safeguarding or disciplinary procedure.

Enhanced DBS Checks

- All staff must hold an **Enhanced DBS check** with a check of the Barred List.
- New employees are required to register with the **DBS Update Service** (currently £16 annually), allowing regular checks by the nursery.
- The nursery covers the cost of the initial DBS check for new employees.
- Confidentiality is maintained in line with DBS guidance. Disclosure certificates are not kept on file beyond 6 months. However, the **issue date and certificate number** are recorded.

Record Keeping and Confidentiality

- All recruitment documents are stored securely in locked cabinets with restricted access.
- Staff files include: application form, interview notes, references, ID checks, DBS certificate details, training records, and suitability declarations.

Policy Monitoring and Review

This policy will be reviewed **annually** or sooner if changes in legislation, statutory guidance, or safeguarding practice occur.

Reviewed by: Jess Sreeves – Manager – 20th October 2026