

Little Bears Daycare – Safer Recruitment Policy

(1.11)

“It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm.”



“Having a safer recruitment policy statement in place is a vital first step towards keeping the children and young people who have contact with your staff and volunteers safe. But it's also important to establish clear written procedures and make sure everyone who is involved with any form of recruitment knows how to follow them. These will ensure that staff and volunteers are recruited safely and fairly, and that children's safety is being considered at every stage of the process.”

Introduction

At Little Bears Daycare, we ensure that all people working with children are suitable to do so and we are extremely vigilant when recruiting new staff to join our team.

We are committed to providing the best possible care to our children, to safeguard and promote welfare of young children. Little Bears Daycare is also committed to providing a supportive working environment for all its members of staff. The nursery recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staffs who share this commitment. We follow a strict safeguarding procedure to protect all children and young people in our care and expect all staff, volunteers and students share this commitment.

All prospective candidates will be asked to apply with their curriculum vitae containing their previous employment, academic history and relevant childcare qualification.

Applicants will then be contacted either by email or phone to let them know if they have been successful in reaching the next stage, a face-to-face interview.

Candidates that are invited along to an interview and asked to bring with them:

- Either current driving licence, passport or full birth certificate
- A utility bill or statement, showing name and address within 3 months
- Documentation showing their national insurance number (NI card, P45 or P60)
- Documents confirming any educational or professional qualifications referred to in their application form.
- Eligibility to work in the UK
- Where an applicant claims to have changed his/her name by deed poll, the correct documentation will be requested.
- During the interview, detailed enquires will be made regarding any gaps in their employment and reason for leaving employment.

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- Successful candidates will be required to provide two references and have an enhanced DBS check. DBS checks are required, by law, to be in place before a staff member starts at the setting (paragraph 3.7- from September 2026)
- We will ensure that two suitable references are obtained before contract starts

As outlined in the updated EYFS (2025) Little Bears will:

- not accept open references e.g. to whom it may concern
- not rely on applicants to obtain their reference
- ensure any references are from the candidate's current employer, training provider or education setting and have been completed by a senior person with appropriate authority
- not accept references from a family member
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed
- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children).
- If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting
- ensure electronic references originate from a legitimate source
- contact referees to clarify content where information is vague or insufficient information is provided
- compare the information on the application form with that in the reference and take up any discrepancies with the candidate
- establish the reason for the candidate leaving their current or most recent post, and
- ensure any concerns are resolved satisfactorily before appointment is confirmed.

In addition, references will be provided for previous employees upon request in a timely manner. When asked to provide references, we will ensure the information confirms whether we are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. This will not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.

Overseas Checks

All new appointments to our workforce who have lived outside the UK are subject to additional checks as appropriate.

Further details can be found here: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Induction

Once offered a position, the staff will be on a 6 month probation period, during this time the staff will be trained in all areas and completed an induction programme.

New members of staff will not be able to start employment until we receive a clear DBS.

New employees will undergo an induction period, during which time they will read the employee handbook, nursery policies and procedures and will be trained by a “mentor”, usually their room leader, who will introduce them to the way in which the nursery operates. Online training such as safeguarding,

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Prevent duty, FGM and basic food hygiene will be completed within the employee's induction period usually the first few days of employment. First Aid training will also be undertaken.

Documents given to staff during their induction

- Employee Handbook
- Access to all policies and procedures
- New starter staff details form
- Personal information form
- Certificates
- Employee disclosure form
- Fire drill procedure – Fire Meeting Points
- Security – ID card and Lanyard

All staff members will be invited to and attend an annual ongoing suitability interview as well as an appraisal/performance review. Staff are responsible for notifying the manager, in person, if any circumstances arise that may affect their suitability to work with children, which includes any health concerns or incidents that have occurred outside the nursery.

Enhanced DBS checks

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

Due to the nature of the work, the nursery will apply for Disclosure and Barring certificates from the Disclosure and Barring Service (DBS). The nursery will cover the cost of the first check. The nursery will always request an enhanced disclosure 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 any 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.

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

- Store disclosure information and other confidential documents issued by the DBS in locked cabinets, access to which will be restricted to specific members of staff
- Not retain disclosure information or any associated correspondence for longer than 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 the disclosure and the disclosure number which will be recorded on their personal information forms.

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Once the member of staff has received their DBS certificate, they will be permitted to sign up to the update service which is £13 annually for the manager/s to regularly monitor any changes to the DBS that may not have been disclosed by the person in question, this is to ensure that all staff are fit and safe to work with children at all times. Employment will not commence until DBS has been completed and on file.

Existing Staff

If the setting has concerns about an existing staff member's suitability to work with children, the setting shall carry out all relevant checks as if the person were a new member of staff.

Checks on Volunteers

The level of checks required on a volunteer is dependent on the type of duties they will be performing, for example a supervised volunteer is not considered to be undertaking a regulated activity, but the setting may require an enhanced DBS check only.

If they are unsupervised then they will be undertaking a regulated activity and therefore will require an enhanced DBS check with a barred list check. A DBS check on a volunteer is free if the conditions below are met.

The term volunteer is defined in the Police Act 1997 (Criminal Records) Regulations 2002, as 'any individual engaged in an activity which involves spending time, unpaid (except for travel and other approved out of pocket expenses), doing something which aims to benefit some third party and not a close relative. Genuine volunteers are still entitled to a free of charge DBS disclosure.

A volunteer must not: -

- Receive payment (except for travel or other approved out of pocket expenses).
- Be on a work placement
- Be on a course that requires them to do this job role
- Be in a trainee post that will lead to a full-time role/qualification.
 - If a volunteer moves from a voluntary position into a paid position that requires a DBS check, then another
 - DBS check will be required, and cost incurred.

Under no circumstances a volunteer in respect of whom no checks have been obtained is left unsupervised or allowed to work in regulated activity.

Checks on School Children Undertaking Work Placements

It is not necessary to obtain a DBS Disclosure for secondary pupils undertaking voluntary work or work experience. However, as good practice we ensure they sign in and out. Students are not left unsupervised with children. We will also obtain two references which will be included within their files.

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Ofsted and Disclosure and Barring Service

Ofsted and LADO will be immediately informed if any staff member is ‘disqualified’ or is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm. Under the Safeguarding Vulnerable Groups Act 2006, a referral will also be made to the Disclosure and Barring Service.

Person responsible for policy:	Little Bears Management Committee
Date Approved:	22.07.2026
Agreed and Signed:	<i>L. Leath</i>

Manager:	Deputy Manager:	Chairperson of Little Bears Committee:
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This Policy Was Adopted By	Little Bears Daycare
Signed on Behalf of Provider	Signed by:  22 July 2026
Name of Signatory	Laura Leath
Role of Signatory	Chairperson of Little Bears Daycare