

Our Lady's Catholic Primary School



**We aspire that through the love of Jesus everyone should
"have life and have it to the full."
Jn. 10v10**

SAFER RECRUITMENT POLICY

Approved by: School Governors	Date: Oct 2021
Last reviewed on:	Date: Sep 2025
Next review date:	Sept 2026

Safer Recruitment Policy

NRSRY_18_02

Our Lady's Nursery is vigilant in its recruitment procedures; all members of staff involved in the recruitment of new staff have attended Safer Recruitment Training and will continue to attend updates where appropriate. The Nursery have a duty to protect all children, staff, families and visitors to the setting from risk of harm and as such we have strict policies and procedures in place to prevent any such harm from occurring.

1. Government Legislation

1.1 The Nursery abides by all legal requirements set out by governing bodies in relation to safe recruitment processes. This includes guidance provided by Herefordshire Safeguarding Boards and Working Together to Safeguard Children (2019) and is underpinned by the Early Years Foundation Stage Framework (2021).

2. Disclosure and Barring Service

- 2.1 All new members of staff must provide an up to date DBS number BEFORE they commence any work within the nursery setting.
- 2.2 If a new DBS is required, the nursery will cover the cost of this.
- 2.3 We will follow any guidance provided by the DBS in relation to carrying out checks, and abide by our legal responsibility in relation to informing the service of any changes to the suitability of our staff (regardless of whether or not they are still working in the setting/under investigation).

3. References

- 3.1 All potential interview candidates are required to provide at least one relevant reference before attending an interview.
- 3.2 Preferably the reference provided will be from their most recent employer and relevant to the position that they are applying for, although the nursery recognises that this is not always appropriate/possible.
- 3.3 All successful interview candidates MUST provide the details of two referees before commencement of any work within the setting. Open references are not accepted.

- 3.4 Where a successful candidate has not yet been employed by another company, a reference will be requested from their most recent place of education.
- 3.5 The Nursery will provide a comprehensive Reference Request form to the referees provided.
- 3.6 Checks will be carried out to ensure that the details of the referees provided are suitable to provide a reference. A telephone call will be made in advance of emailing a Reference Request form to ensure that this is filled in by the most appropriate person.

4. Interview Stage

- 4.1 All applicants invited to interview will be required to carry out a short activity with a small group of children; this will be closely supervised by the nursery manager and where possible the deputy manager, the candidate will never be left alone or out of view with the children.
- 4.2 Following this activity, candidates will be invited to take part in a formal interview with the Nursery Manager and at least two other members of staff present.
- 4.3 During this portion of the interview, previous employment history and any gaps in employment will be discussed, as well as reasons for leaving current position.
- 4.4 Qualifications/certificates and two forms of proof of identity will be checked during this time, with photocopies being taken and kept securely in the school office.
- 4.5 Successful candidates will be notified via telephone call as soon as possible, during this telephone call they will be reminded that their position within the nursery has not been secured until two references have been obtained and a clear DBS has been provided.

5. Commencement of Employment

- 5.1 Once two satisfactory references and a clear DBS has been provided, successful candidates may begin work at the nursery.
- 5.2 All new members of staff will be required to take part in at least 3 months of supervision, whereby they will have regular meetings with the manager or deputy manager and their performance will be closely monitored.
- 5.3 All members of staff are required to partake in regular appraisals and/or supervision with the nursery manager.
- 5.4 All members of staff, volunteers and visitors to the setting are required to update the nursery manager should any circumstances change which makes them unsuitable to working with children.

- 5.5 All members of staff will be required to attend regular safeguarding training.
- 5.6 All members of staff are required to sign the Safeguarding and Whistle Blowing Policies upon commencement of employment.
- 5.7 All members of staff understand that it is their duty to safeguard the children in their care and to report any concerns immediately to the nursery manager or suitable person in charge.