



Safer Recruitment Policy

Children learn and develop successfully in an environment with positive relationships. Therefore, recruiting effective practitioners is essential. At Loversall Farm Day Nursery we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. It is crucial that every aspect of this policy and procedure is consistently followed at each stage to ensure there are no gaps within the recruitment process.

We follow all legislative frameworks relating to safer recruitment as identified in the Statutory Framework for the Early Years Foundation Stage (2025) and any other accompanying regulations.

We follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by the employer's responsibilities relating to informing the DBS of any changes to the suitability of staff, whether this member of staff has left the nursery or is still under investigation. Please refer to the safeguarding policy for further information.

The nursery and staff are committed to:

Recruiting, selecting, training and promoting individuals based on occupational skills requirements. In this respect, the nursery will ensure that no job applicant or employee will receive less favourable treatment on the grounds of age, sex, gender reassignment, disability, marriage or civil partnership, race, religion or belief, sexual orientation and pregnancy or maternity which cannot be justified as being necessary for the safe and effective performance of their work or training.

Students, apprentices, long and short-term students and volunteers

All students, apprentices, long and short-term students and volunteers will go through the exact same recruitment processes as all other staff members. We have a legal duty to ensure any member of staff regardless of qualification and/or experience are suitable to work with children and carry out their job role effectively. Please refer to the following policies and procedures:

- Working student policy
- Volunteers policy

The following procedures will be followed when recruiting staff members:

Advertising

- We use reputable newspapers, websites and the local job centre to advertise for any vacancies. In addition, the vacancy will be advertised internally (please refer to the section '*internal recruitment*')
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safer recruitment procedures; including an enhanced Disclosure and Barring Service check, and at least two independent references for each new employee, one being their present or most recent employer. The advert will include details of how to obtain an application pack and a final closing date where applicable.

Application Packs

- Before the advert is published the Nursery Manager will create an application pack for the position. This will include an acknowledgement letter, application form, job description and personnel specification.

- Upon receipt of a request for an application pack the Nursery Manager will send out application packs by First Class mail on the day of receipt of the request or by the way of an email whichever is most appropriate for the candidate.

Short listing Procedure

Following the closing date for Applications, the Management Team will undertake the task of shortlisting candidates. Shortlisting will be based on the following:

- Whether the requirements identified in the advertisement and personnel specification have been met e.g.- qualifications, post qualifying experience etc.
- The quality of the completed application form
- The content of the candidate's covering letter and the way the letter had been completed.
- Additional information given which asks the candidate to demonstrate why they are the most suitable person for the position.
- Any gaps or frequency in employment
- If they are permitted to work in the UK

Should any member of the management team involved in the short-listing process know a candidate this should be declared as this may be deemed as a conflict of interest. If this would in any way influence their decision, then they will be replaced on the short-listing and interview panel.

Following short listing, letters or an email will be sent to successful candidates inviting them for interview. A further copy of the Job Description and Personnel Specification, along with the letter will also be sent. Also, the Applicant will be requested to bring to interview the following documents:-

Passport or Driving Licence (or other acceptable photographic ID)
Utility Bill showing their home address (dated within the last three months)
National Insurance Number
Current DBS check
Evidence of Qualifications, including English and where applicable PFA
Evidence that they are permitted to work in the UK

The candidates will also be invited to visit the Nursery, by appointment, before interview if they desire. Applicants who are not short listed will receive a letter confirming that on this occasion they have not been successful but thanking them for their application.

The interview letter will also request that candidates inform us should we need to make any reasonable adjustments to the interview process to effectively meet their needs.

Internal Recruitment

Recruitment is open to all candidates including internal employees. Internal employees will not have any preferential treatment and will follow the same recruitment procedures as external candidates. Where an internal candidate secures an alternative position within the nursery this will have been achieved on the individuals own merit. Adverts will be displayed in the staff room along with copies of the job description and person specification. Internal candidates will be expected to complete an expression of interest form and pass back to the management team in a sealed envelope by 12:00 noon on the said closing date. Internal candidates will be informed in writing if they have been successful for interview and an interview will be arranged considering the need to maintain staffing ratios

within the nursery. As with external candidates the internal candidate will be provided with a letter highlighting the outcome of the interview process.

The Interview

- Where possible the Nursery Manager and Business Manager will form the interview panel, if a situation arises where either the manager or Business Manager are unable to attend the interview, for example where there may be a conflict of interest, the owner of the nursery or another senior member of staff will be invited to form part of the interview panel.
- The staff on the Interview Panel will ask relevant questions at interview that are relevant to the position for which the candidate has applied. Identical questions will be asked to all candidates to ensure a fair process. All panel members will have a thorough knowledge of interview techniques and equal opportunities. Our Equal Opportunities Policy will be always adhered to.
- The interview room will be large enough to accommodate the number of people involved. Water will be offered to all candidates
- Each panel member will be introduced to the candidate and every effort will be made to help them feel relaxed. The candidates will then be asked for the evidential documentation, i.e.: passport, utility bill, current DBS check, National Insurance number and evidence of Qualifications, and right to work in the UK where applicable, before the interview commences. If these documents are not presented then the interview will be terminated immediately.
- All candidates will be asked questions in the same format, no other questions will be asked unless the candidate seeks clarification.
- Where there are identified gaps in the candidates employment history or where there are frequent changes within their employment, the candidate will be asked to explain the reasons for this.
- Following the questions, the candidate will be given the opportunity to ask questions or seek further information. Where time allows, the candidates will be given a tour of the nursery.
- For some job types the candidate may be asked to take part in a practice exercise which will involve spending time with a particular age group in the nursery, interacting with the children, staff and where appropriate parents
- The candidate will be thanked for attending the interview and will be informed how and when they will receive notification of the results of the interviews.
- Following interview each interviewer will complete the questions score sheet without consultation to ensure fair selection.
- Information will then be shared from each Interviewer and a decision will be made
- Before a position is offered to a candidate, the Nursery Manager will check to ensure the candidates qualification is full and relevant as defined by the DFE. Where a candidate has completed their qualifications out of the UK, the Nursery Manager will make an application to Ecctis. Ecctis provides a non-UK early years qualification recognition service on behalf of the DFE. Applications will be made to: ecctis.com/qualifications/eyes
- Employment will not be offered until we are in receipt of all correspondence from Ecctis should an individual have overseas qualifications

- A Job offer letter will be issued which will include the details of the start date, salary, hours of work, information regarding the probationary period and DBS information. At the same time as being issued with the job offer the letter, the successful candidate will also be given a health questionnaire and reference consent form (as identified in GDPR legislation).
- A successful job offer is dependent on a satisfactory DBS and only when we are in receipt of two satisfactory written references
- A new DBS will be requested for all new members of staff, unless they are already on the update service and their original DBS has included checks for the children's register and relates to the same workforce.
- DBS checks will be carried out through 'First Advantage'. All DBS checks will be paid for by Loversall Farm Day Nursery, however this will be redeemed from the candidate should they fail to move past their probationary period. It is an expectation that all new staff members (as with existing staff members) register on the update service once they are in receipt of their DBS check (within 28 days from issue). It is then their responsibility to ensure this is updated and paid for every year, the current cost for this service is £16 per year.
- In addition to the DBS checks, two written references will be requested, one being from their most recent employer. If the candidate has been away from childcare for a length of time, we will always ensure that at least one reference is from a previous childcare provider. If this is their first position since qualifying in a childcare setting, we will either seek a reference from a place where they have been on placement or from their education tutor.
- Loversall Farm Day Nursery reserves the right to request further references where needed.
- Under no circumstances will employment commence until we are in receipt of the DBS check and written references
- A recruitment checklist will be completed for all candidates, including qualification checks, a copy of this will be stored in the staff member's personal file
- Once the successful candidate has accepted the post, an "unsuccessful at interview" letter/email will be sent to all other candidates.
- Should no candidate be suitable the process will be repeated.

References and DBS checks

We take the safety and welfare of the children attending Loversall Farm Day Nursery and of our staff very seriously. Staff will not be permitted to commence employment at the nursery until we have received two positive references, one from their most recent employer, and a clear enhanced DBS disclosure or a check carried out by the manager of the nursery, where the member of staff is already registered on the update service. Loversall Farm Day Nursery will request additional criminal records checks for any person working with children who has previously lived or worked abroad, support for this process will be via www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants Loversall Farm Day Nursery hold the right to request additional references from the candidates application form if application and to ensure their suitability.

It is the responsibility of the Nursery Manager to obtain a new enhanced DBS disclosure for every new member of staff and to advise OFSTED of any changes to staff as deemed necessary. Once the DBS disclosure has been received the name of the employee, the disclosure number and date, the level of disclosure and the person who obtained it will be recorded and the disclosure confirmation will be destroyed by shredding. At no time is it permitted to take a further copy of the disclosure. Employees will be expected to register on the update service within 28 days of receiving their DBS disclosure.

The Induction Process

- The successful candidate will be contacted by telephone to arrange a suitable time for the commencement of the Induction Process. Once an appointment has been made the time, date, venue and name of Inductor will be confirmed in writing.
- The Nursery Manager or the Business Manager will follow the induction pack with the new employee and will seek clarification of understanding of each process.
- Any identified gaps in knowledge will be discussed and support provided, this may be through additional training, through job shadowing or simply through further discussions
- The employee will sign each process to confirm their understanding and the Manager/ Business Manager will also sign to confirm completion.
- A named person will be allocated to each new member of staff to ensure that the new member of staff is able to confide any concerns or indicate that further training is required.

Probationary System

- The probationary period for Loversall Farm Day Nursery is three months, during this period the Nursery manager and Business Manager will monitor the performance and competence of the staff member to confirm whether the probationary period has been completed in a satisfactory manner. An occupational competencies report will be completed to ascertain the individual competencies within the role before the probationary period is completed or extended. The occupational competencies form will highlight any further training needs or any further support/guidance that may be required
- During the probation review period the Nursery Manager will give feedback to the staff member on a regular basis. In circumstances where the employee's probationary period has not been satisfactory, an extension of the length of the probationary period will be considered with the employee and the decision confirmed in writing. In cases where serious concerns arise about the ability or the conduct of the employee, termination of the contract of employment with immediate effect may take place. The reasons for the termination will be discussed with the employee and confirmed in writing, however the Nursery Manager will seek advice from the Employment Law specialists of Citation.

Contracts of Employment

All new employees will be issued with a statement of their terms and conditions of employment once they commence employment with us. Once signed these contracts will be stored in the employee's personnel file which is kept securely in a locked cabinet in the Reception Office. All staff will be informed of the GDPR procedures for information sharing, storage and disposal of personal information. The Nursery subscribes to Citation Employment Services to ensure that all information provided in its Terms and Conditions are legal and comply with employment law. Once a member of staff commences at Loversall Farm Day Nursery they will be registered on the Sage Employee Benefits package.

Ongoing Support and Checks

- All staff are responsible for notifying the manager in person should any circumstances arise and/or change, that may affect their suitability to work with children. This will include any incidents occurring outside the nursery. A declaration for staff suitability will be completed as part of the regular supervisions. As of September 2018, '*disqualification by association*' was removed in schools and non-domestic registered settings.

- Each member of staff will receive 3 formal supervision meetings a year with the manager. This will provide an opportunity for the manager and member of staff to discuss training needs for the following 4 months as well as discussing their performance from the previous supervision. A safeguarding, health and safety and key children discussion will also take place. Induction reviews will take place on a half termly basis prior to the new member of staff moving over to supervisions following a successful probationary period. All induction reviews and supervision notes are stored securely in staff personal files.
- With staff consent, an update service check will take place at the end of each supervision. The completed check will be printed and stored together with the staff members supervision minutes
- The manager, business manager and room supervisors will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.
- The Nursery Manager has completed safer recruitment training and this will be refreshed every three years. Copies of the certificates are stored in the manager's personal file.

This policy was adopted on	7 January 2019
Signed on behalf of the nursery	
Date for review	September 2026