

Green Lane Nursery and Childcare Centre Safer Recruitment Policy

This policy was adopted by Green Lane Nursery and Childcare Centre on:	18/11/25
Signed on behalf of the nursery:	<i>L Francis</i>
Name of signatory:	LAURA FRANCIS
Role of signatory:	DIRECTOR
Date policy will next be reviewed:	18/11/27

Policy Statement

Green Lane Nursery and Childcare Centre is committed to safeguarding and promoting the welfare of children and young people and expect all staff, third party workers, and volunteers to share this commitment and adhere to our Safeguarding and Child Protection Policy and Procedures.

Robust recruitment and selection practice is vital in safeguarding and protecting children and young people.

We will define safeguarding duties and safeguarding requirements for each role within recruitment documentation and ensure recruitment practices for roles that have regular contact with or work with children reflect the importance of identifying anyone who may be unsuitable to work with them.

Legal Considerations

This policy and procedure has regard to the following legislation/guidance:

- Children's Act 1989 and 2004
- Working Together to Safeguard Children 2023
- Early Years Foundation Stage Statutory Framework
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Rehabilitation of Offenders Act 1974 (as amended 2013, 2020, 2022)
- Disclosure and Barring Service Code of Practice
- Childcare Act 2006
- Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) Regulations 2018
- Data Protection Act 2018 and UK General Data Protection Regulations
- Human Rights Act 1998
- Keeping Children Safe in Education 2025

Roles and Responsibilities

Directors: The Board of Directors has overall responsibility for ensuring that there are appropriate procedures in place for recruitment and selection that promote the prevention of harm and abuse, and act as a deterrent to unsuitable people and ensure compliance with all statutory requirements.

The Manager and Business Manager: The Manager and Business Manager are responsible for ensuring that the policies and procedures adopted by the setting are fully implemented and followed by all staff and workers.

All Staff and Volunteers: All staff and volunteers are responsible for ensuring that they comply with the requirements of this policy.

Defining the Job Role

Where a job role becomes vacant or is created, the Manager and Business Manager will review the role to determine whether any changes are required in line with operational requirements. This review will also include consideration of whether the post will be exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013, 2020 and 2022) and in Regulated Activity (as defined within the Safeguarding Vulnerable Groups Act 2006).

Recruitment documentation will include the following:

- Job Description which will include the safeguarding responsibilities attached to the role.
- Person Specification which will include criteria to assess appropriate attitudes and motivations towards safeguarding and promoting the wellbeing of children and young people.
- Details on recruitment vetting that will be relevant to the role.

Advertising the Role

The job advert will contain:

- Details of safeguarding responsibilities of the post.
- Details of whether the post is exempt from the Rehabilitation of Offenders Act.
- Details of whether the post is 'Regulated Activity'.
- Details of our settings' commitment to safeguarding and a statement to confirm that the setting expects all staff including volunteers to share this commitment.

In addition, recruitment materials should signpost applicants to the setting's policy on the Disclosure of Criminal Convictions and Safeguarding Policy and Procedures.

Application Forms

Applications should only be accepted on fully completed standard applications forms.

Applicants are required to provide full employment history since leaving school, including providing details of any gaps in service.

Shortlisting and Pre-Interview Vetting

Applicants will be shortlisted against evidence provided through their application form against the person specification.

For posts exempt from the Rehabilitation of Offenders Act, shortlisted applicants will be asked to complete a self-declaration of their criminal record information prior to the interview. This includes questions relating to whether the applicant has lived or worked overseas and details of any criminal offences committed overseas.

For posts in Regulated Activity, applicants will also be asked to self-disclose whether they are included on the children's barred list.

For posts working directly in the provision of care for under 5's or in the provision of wraparound care for under 8's, or those involved in the management of such provisions, applicants will be asked to self-disclose whether they are disqualified from providing childcare.

Following shortlisting, the Business Manager will also carry out an online search to determine whether there is any information that is publicly available online that may impact on an applicant's suitability to work with children and young people.

References

References will be sought where consent has been given prior to the interview. Where consent has not been given, no offer of employment will be confirmed until satisfactory reference checks have been completed. The reference form provided by Green Lane Nursery and Childcare Centre must be completed by the referees, no other form of reference will be accepted.

Reference checks must include:

- A minimum of two satisfactory references. This must include a reference from the applicant's current or most recent employer. Where the applicant's current or recent employer is not working with children, but they have done so in the past, reference checks must include a reference from the last or most recent employer where the applicant has worked with children.
- References must be sent from an appropriate person with relevant authority, i.e. a person in a management position. References must be validated by the current director/manager of that provision.

- References sent electronically must be verified as coming from a legitimate source.
- References must indicate whether there have been any substantiated safeguarding concerns that have met the harm threshold.
- References must indicate whether the referee has any concerns relating to suitability of the applicant to work with children and/or young people.
- For current or previous employer references, references must confirm start date, leaving date and reason for leaving for the purpose of validating information provided by the applicant on their application form.

The Manager will make follow-up telephone calls to referees to confirm validity.

Selection Processes

The Manager and Business Manager will determine candidates' suitability for the job role, assessed against criteria as outlined within the person specification.

Prior to interview, all documentation will be scrutinised, i.e. the application form, self-disclosure form, any references that have been received, and any information found during the online search, in order to identify any gaps in service, inconsistencies or areas of concern that may need to be explored at the interview.

Interviews will be conducted by the Manager and a member of the Board of Directors.

Applicants will be asked to bring a form of ID with them, and original certificates confirming qualifications as outlined on their application form, where essential for the job role.

Where submitted electronically, applicants will be asked to physically sign a copy of their application form and self-disclosure form during the interview process.

During the interview process, applicants must be asked questions to explore their motivations and attitudes towards working with children and young people.

The interview should also include probing of any inconsistencies, gaps in employment, frequent changes of employment or location as identified above.

A written record of the interview and rationale for decisions made must be made and retained.

Conditional Offer of Employment

Any offers of employment within Green Lane Nursery and Childcare Centre must be conditional upon:

- Confirmation of identity, including birth certificate.
- Confirmation of Right to Work in the UK.
- Receipt of a minimum of two satisfactory references.

- Proof of qualifications as outlined on the application form.
- Verification of mental and physical fitness for the role.
- A satisfactory Enhanced Disclosure and Barring Service (DBS) check.
- An overseas criminal records check, where the individual has lived or worked outside the UK in the last 10 years.

The Business Manager will ensure that original documents are checked and that verified copies of identity, right to work in the UK documents and qualifications are retained on the personnel file.

The applicant is responsible for bringing their hard copy DBS certificate to be checked as soon as it becomes available. The Business Manager will check the certificate and compare information against the self-disclosure form.

Volunteers, Including Directors

All offers of voluntary work will be subject to the following:

- Receipt of a minimum of two satisfactory references.
- Verification of identity (including birth certificate) and Right to Work in the UK.
- Exploration of motivations to work with children and young people and gaps in employment history to confirm suitability.
- Proof of qualifications, where required.

For volunteers who will be working in Regulated Activity, the offer of voluntary work will be subject to full recruitment vetting as outlined in this policy.

Students/Supply Workers

Where the vetting engages the services of students or supply workers, written confirmation must be obtained that suitable recruitment vetting has taken place from the third-party supplier/agency. This confirmation must include confirmation that all checks have been carried out by the employing organisation that would have been required had the worker been employed directly by the organisation.

For roles in Regulated Activity, this vetting must include confirmation that the agency has carried out an Enhanced Level DBS check which included a check of the Children's Barred list.

Confidentiality and Retention of Information

Recruitment documentation will remain confidential and will only be shared with those who need to see it, and in order to evidence that we have met our regulatory requirements in relation to safer recruitment.

Where it is necessary to take a copy of a DBS certificate, this will be held securely and retained for a period of no more than six months in line with the DBS Code of Practice.

Green Lane Nursery and Childcare Centre will retain recruitment records for six months.

Green Lane Nursery and Childcare Centre will retain recruitment documentation relating to the successful applicant on their personnel file throughout the duration of the employment and for a period of six years after. Where there have been substantiated safeguarding concerns relating to a former employee, personnel files will be retained until the accused individual has reached normal pension age, or for ten years from the date of the allegation if that is longer.