

Employment

Staff Recruitment and vetting

October 2025

Policy Statement

Our staff are appropriately qualified and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Staff will not be permitted to commence working with the children until we obtain a clear enhanced DBS check and satisfactory references

Recruitment

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- Job descriptions for a new post are part of the application pack along with an application form.
- We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
- Vacancies will be advertised.
- We keep all records relating to employment of staff and volunteers, in particular those demonstrating that checks have been done, including the date and number of the enhanced DBS check.
- Posts for a qualified member of staff- qualification certificates will be checked against the acceptable qualification list.
- Applicants are expected to disclose any convictions, court orders, reprimands and warnings which may affect their suitability to work with children, whether received before, or at any time during their employment with us.
- Applicants who are shortlisted will be invited to an interview and also to attend a preschool session.

Once the selection process has been completed and the successful candidate accepted the post we then await the return of satisfactory references, check they are eligible to work in the UK and to also have acquired a satisfactory DBS check, before commencing work.

Obtaining references

As part of our commitment to safer recruitment we will always obtain references from applicants for roles in our setting. Robust recruitment checks are essential to ensuring that unsuitable persons cannot have contact with children through employment with us.

Obtaining references is an essential element of our recruitment process. We will always obtain a reference prior to employment commencing in line with the requirements of the EYFS as follows:

- Our application process requires candidates, to supply us with the contact details of a suitable referee from:
 - Their current employer, training provider or early years education and care setting
 - A senior person within the organisation who is authorised to provide a reference.
- If the applicant is not currently employed, or is not currently working with children we will:
 - Obtain verification of the applicants most recent relevant employment if they are not currently employed
 - Obtain a reference from the applicants most recent relevant employer from the last time they worked with children
- If the applicant has never worked with children we will obtain a reference from their current employer, training provider or education setting.
- We do not accept references from the following
 - Family members
 - A generic reference i.e. 'to whom it may concern'.

Once a reference is received

- A reference received electronically will be checked to ensure that it originates from a legitimate source.
- We will compare the information on the original application form against relevant information given in the reference, for example, checking that dates align, and roles and responsibilities listed are consistent. Where this is not the case, we will take up any discrepancies with the applicant.

- If information is incomplete or we feel it is insufficient for us to make an informed decision about the applicant's suitability, we will contact the referee for clarification.
- Before an offer of employment is made, we will ensure any concerns are resolved satisfactorily.
- In line with best practice, we will seek to gain explanations for any gaps in employment.

DBS check

- Staff or volunteers working with children will not be permitted to commence work until we have a clear enhanced DBS check.
- This may be obtained by carrying out a new application or re checking an existing enhanced DBS certificate on the update service.

Induction of new staff (also see our separate Induction of staff, volunteers, assistants and students policy)

- All new staff will be inducted over a period of 3 months
- All new staff will be on a probationary period for 3 months
- All new staff will be given a contract once a satisfactory probationary period has been completed

This policy was adopted at a Addingham Pre School committee meeting	Date
Signed on behalf of the committee	
Name and role of signatory	

name of setting

This policy was adopted at a meeting of Addingham Pre-school

Held on _____ (date)

Signed on behalf of the management committee

Name of signatory and role

