

Safer Recruitment Policy



Policy Statement

Early Years Day Nursery Uxbridge is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The nursery recognises its duty under the Children Act 2004 and relevant statutory guidance to ensure that all staff, students, and volunteers are suitable to work with children.

Robust safer recruitment procedures are in place to help deter, identify, and reject unsuitable candidates. These procedures are applied consistently to all recruitment processes to ensure a safe and secure environment for children.

The named recruitment leads within the nursery are the Designated Safeguarding Lead (DSL) and members of the management team, who hold overall responsibility for the safe recruitment of suitably qualified and appropriate staff. They are responsible for ensuring that all recruitment processes are conducted in line with safer recruitment procedures and that safeguarding remains a key focus throughout.

All staff involved in the recruitment and selection process will have undertaken Safer Recruitment Training and will be competent in identifying and managing potential safeguarding risks.

Safer Recruitment Process

The nursery ensures that every role has a clearly defined job description and person specification. These documents outline the expectations of the role, including the responsibility to safeguard and promote the welfare of children.

Prior to recruitment, the management team will agree the criteria for selection based on the person specification. Interview questions will be prepared in advance and will include safeguarding-focused questions designed to assess the candidate's suitability to work with children, including their values, behaviours, and understanding of safeguarding responsibilities.

All vacancies will be advertised transparently, clearly outlining the role, responsibilities, qualifications, experience, and expectations. Advertisements will include a clear safeguarding statement and will inform candidates that the role is subject to enhanced Disclosure and Barring Service (DBS) checks and pre-employment vetting.

All applicants are required to complete a full application form. Curriculum vitae (CVs) alone will not be accepted. Candidates must provide a full employment history, including explanations for any gaps. This is carefully reviewed as part of the shortlisting process.

Shortlisting is carried out against the agreed criteria in the person specification. Any inconsistencies, gaps, or concerns identified during this stage will be explored further at interview.

Candidates who are shortlisted will be required to complete a self-declaration form prior to interview, disclosing any relevant information relating to criminal convictions, cautions, or safeguarding concerns. The nursery reserves the right to carry out online searches, in line with safeguarding guidance, to identify any publicly available information that may raise concerns about a candidate's suitability.

Interview and Selection

Interviews are conducted by a minimum of two members of staff who have completed Safer Recruitment Training. The interview process is designed to rigorously assess the candidate's suitability to work with children. During the interview, original documentation will be requested and verified. This includes proof of identity, right to work in the UK and qualification certificates. Qualifications are checked against the Department for Education approved list to ensure they are valid and appropriate for the role. Where applicable, candidates must also demonstrate that they meet the required standards in English and mathematics.

The interview process will explore the candidate's attitudes, values, and behaviours, particularly in relation to safeguarding children. Any gaps or discrepancies in employment history will be discussed and clarified.

Candidates will be required to provide their completed self-declaration form at interview. This will be reviewed alongside other information to assess suitability.

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Pre-Employment Checks and Appointment

Any offer of employment will be conditional upon the satisfactory completion of all safer recruitment checks. These checks include obtaining suitable references, verification of identity, right to work in the UK, confirmation of qualifications, and an enhanced DBS check at the appropriate level.

References must cover a minimum of five years of employment or education history and must be obtained prior to the candidate commencing employment. The most recent employer must always be contacted. References will be scrutinised to confirm employment dates, role, and any safeguarding concerns or disciplinary issues.

Where candidates have lived or worked overseas, additional checks will be carried out in line with government guidance.

All DBS checks will be reviewed carefully. Where information is disclosed, a formal risk assessment will be completed to determine the candidate's suitability. Any discrepancies between self-declaration and DBS information will be investigated thoroughly.

No member of staff will commence employment until the management team is satisfied that all checks have been completed and that the individual is safe to work with children.

Disqualification and Suitability

Early Years Day Nursery Uxbridge recognises its responsibilities under the Childcare Act 2006 and associated regulations to ensure that individuals working with young children are not disqualified from doing so.

All staff are required to declare any circumstances that may affect their suitability to work with children. This includes any convictions, cautions, court orders, or other relevant matters that may lead to disqualification. Staff must also inform the nursery immediately of any changes to their personal circumstances that may impact their suitability.

The nursery will take all reasonable steps to ensure that no person who is disqualified, or who may be disqualified, is employed to work with children. This includes obtaining appropriate declarations during the recruitment process and carrying out ongoing suitability checks throughout employment.

All staff are required to subscribe to the Disclosure and Barring Service (DBS) Update Service. The nursery will carry out regular status checks through the Update Service, with a minimum of two checks per year, to ensure that no new information has been recorded that may affect an individual's suitability to work with children.

Where information is disclosed, either through the DBS process or through staff declaration, the nursery will carry out a thorough risk assessment and seek further advice where necessary. In such cases, the individual will not be permitted to work unsupervised with children until their suitability has been fully assessed and confirmed.

The nursery recognises that, in certain circumstances, individuals may apply to Ofsted for a waiver of disqualification. Where this applies, the nursery will work with the individual and relevant authorities to ensure that all requirements are met before any decision is made regarding their role.

Failure to disclose relevant information, to register with the DBS Update Service, or to inform the nursery of changes in circumstances may result in disciplinary action and could lead to termination of employment.

Induction and Probation

All newly appointed staff will complete a full induction programme, which includes safeguarding training and familiarisation with all relevant policies and procedures.

Staff will be subject to a probation period during which their suitability to work with children will be continuously assessed. This includes monitoring conduct, performance, and adherence to safeguarding expectations.

Ongoing Suitability and Culture of Vigilance

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The nursery maintains an ongoing culture of vigilance to ensure that all staff remain suitable to work with children.

Staff are required to inform the nursery immediately of any changes to their personal circumstances that may affect their suitability. Regular suitability checks are undertaken, and DBS checks are reviewed periodically, including through the update service where applicable.

Staff records, including the Single Central Record, are maintained accurately and securely to ensure compliance with safeguarding requirements.

Visitors, Agency Staff and External Professionals

All visitors, including agency staff, contractors, and external professionals, are treated as visitors while on site. They must not be left unsupervised with children and must not be included in staff-to-child ratios.

The nursery will ensure that appropriate checks and supervision arrangements are in place at all times to maintain children's safety.

The nursery promotes a culture of safer recruitment, where safeguarding is embedded at every stage and all staff understand their responsibility to maintain a safe environment for children.

Linked Policies

This policy should be read in conjunction with the Safeguarding and Child Protection Policy, Whistleblowing Policy, Staff Code of Conduct and Managing Allegations Against Staff Policy.