

SAFER RECRUITMENT POLICY

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Worstead Preschool is committed to safeguarding and promoting the welfare of all children in our care. We recognise that children have the right to be protected from harm, abuse, neglect and exploitation.

Safer recruitment is an essential part of our safeguarding arrangements. We are committed to ensuring that all staff, volunteers, students, apprentices, agency workers and other adults working within our setting are suitable to work with young children.

We will take all reasonable and necessary steps to prevent unsuitable individuals from working with children. Recruitment decisions will be fair, consistent, transparent and compliant with current legislation and statutory guidance.

We will always adhere to the Norfolk Safeguarding Children Board's procedures, including specifically the Safer Workforce Policies and Procedures.

We adhere to the 'Keeping Children safe in Education' and the EYFS statutory framework.

The safety and welfare of children will always be our highest priority.

The aims of this policy are to:

- Ensure that all adults working with or having access to children are suitable for their roles.
- Deter unsuitable applicants from applying for positions within our setting.
- Identify and reject applicants who may pose a risk to children.
- Ensure that appropriate recruitment checks are completed and recorded.
- Promote equality, fairness and diversity throughout the recruitment process.
- Ensure that safeguarding remains central to recruitment, induction, supervision and ongoing employment.

The Manager and/or person responsible for recruitment will ensure that safer recruitment procedures are followed consistently.

The setting will:

- Ensure that recruitment decisions are made by appropriate and authorised individuals.
- Ensure that at least one person involved in interviewing has completed suitable safer recruitment training, as recommended by our local safeguarding guidance.
- Ensure that staff involved in recruitment understand their safeguarding responsibilities.
- Maintain accurate and confidential recruitment records.
- Ensure that all required checks are completed before an individual commences employment, in accordance with the applicable statutory requirements.
- Seek advice from the local authority safeguarding team or relevant authorities where necessary.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff have a responsibility to contribute to a safe recruitment culture and report any concerns about the suitability or conduct of an adult working within the setting.

Advertise

The Worstead preschool committee, the administrator and the supervisor will.

Advertise the position widely, detail it requires a satisfactory enhanced Disclosure and Barring Service (DBS) and two references

Provide a specific job description and person specification.

Applicants will be required to complete an application form providing their employment history, relevant experience, qualifications and references.

Applicants will be asked to explain any gaps in employment and any relevant discrepancies in their employment history. These explanations will be explored fairly and recorded where appropriate.

Shortlisted applicants will be invited to attend an interview. Questions will explore their suitability to work with young children and their understanding of safeguarding responsibilities.

Interview

Have at least two members of staff to select and interview using a structured points system and structured questions.

Each interview will include at least four warner questions.

The interview may include questions about:

- Motivation for working in early years.
- Experience of caring for or working with children.
- Understanding of safeguarding and child protection.
- Responding to a child who may be at risk of harm.
- Managing challenging situations and maintaining children's safety.
- Employment history, gaps in employment and relevant concerns.

All prospective staff and volunteers will have an enhanced DBS check (Disclosure and Baring Service), two reference checks, if applicable, will be referred to the ISA (independent safeguarding Authority). An independent Safeguarding Authority's role is to help prevent unsuitable people from working with children and vulnerable adults. The Authority is part of the Disclosure and Barring Service.

A supervised visit, practical activity or observation session may form part of the selection process. Such activities will not replace the required pre-employment checks.

Applicants will be given an opportunity to explain any matters arising during the recruitment process.

Any concerns will be assessed fairly and proportionately, with the safety and welfare of children remaining the priority.

We will ask to see the original documents of any qualifications

References

At least two references will be requested, including a reference from the applicant's current or most recent employer where appropriate.

Where the applicant has previously worked with children, we will seek a reference from the relevant employer wherever reasonably possible.

References will be obtained directly from the referee using independently verified contact details. Open references or references supplied solely by the applicant will not be accepted.

References will be checked for:

- Confirmation of the applicant's employment dates and position.
- Suitability for the role.
- Relevant safeguarding concerns.
- Any disciplinary matters or substantiated allegations relevant to suitability.
- Reasons for leaving, where appropriate.

Any gaps, inconsistencies or concerns identified in references will be followed up.

Disclosure and Barring Service (DBS) checks

The setting will ensure that the appropriate level of DBS check is obtained for each role, in accordance with current legislation and DBS eligibility guidance.

New employees will not commence employment before the required DBS check has been received, in accordance with the EYFS requirements effective from 1 September 2026.

The setting will not permit an individual to undertake duties for which they are legally barred or otherwise unsuitable.

Where a DBS certificate contains information, or information comes to light that raises concerns about an individual's suitability, the Manager will undertake an appropriate risk assessment and seek advice where necessary. The individual will not be permitted to work in a role where this would be unlawful or would place children at unacceptable risk.

DBS checks will be considered alongside references, identity verification, employment history and other suitability checks. A DBS certificate alone does not establish that a person is suitable to work with children.

Our Preschool is committed to safeguarding and promoting the welfare of all children and expects all staff, students, volunteers and applicants to share this commitment.

We recognise that having a criminal record does not automatically prevent an individual from working within our setting. All applicants will be treated fairly and will not be unfairly discriminated against because of a criminal conviction or caution.

As part of our safer recruitment procedures, appropriate Disclosure and Barring Service (DBS) checks will be carried out for positions where legally required. Applicants will be informed when a DBS check is required as part of the recruitment process.

Where criminal record information is disclosed, the Preschool will consider each case individually, taking into account:

- The nature and seriousness of the offence.
- The circumstances in which the offence occurred.
- The age of the individual at the time of the offence.
- How long ago the offence took place.
- Whether the offence is relevant to the role and the safeguarding of children.
- Any evidence of rehabilitation and subsequent conduct.

Any decision regarding an applicant's suitability for employment will be based on a fair and proportionate assessment of the information available and the requirements of the position.

The Preschool will only request and consider criminal record information that it is legally entitled to obtain. Protected convictions and cautions will not be requested or taken into account where the law prevents their disclosure or consideration.

All information relating to criminal records will be treated confidentially and handled securely in accordance with data protection legislation and the DBS Code of Practice.

Where a criminal record raises concerns about an individual's suitability to work with children, a risk assessment will be undertaken before a recruitment decision is made. Any applicant who is barred from working with children will not be employed in a role involving regulated activity with children. Any relevant childcare disqualification requirements will also be followed.

Our priority is to ensure that all recruitment decisions protect children and maintain a safe environment, while ensuring that applicants are treated fairly, consistently and without unlawful discrimination.

Disqualification from childcare

The setting will take appropriate steps to establish whether an individual is disqualified from providing, or being directly concerned in the management of, relevant childcare provision.

Applicants and staff must provide information about matters they are legally required to disclose that may affect their suitability to work with children.

Any information disclosed will be handled confidentially and assessed in accordance with the applicable legislation and guidance.

A person who is disqualified must not undertake work prohibited by the relevant legislation unless an applicable waiver or other lawful authorisation permits it.

Volunteers, students, apprentices and agency staff

The setting recognises that safeguarding requirements apply to all adults who may have access to children, including individuals who are not directly employed.

Volunteers: The appropriate enhanced criminal record checks will be obtained for volunteers in accordance with the current EYFS requirements, including supervised volunteers where required. Volunteers will not be permitted to undertake duties before the required checks have been completed.

Students and apprentices: All relevant suitability checks will be completed before they begin duties for which checks are required. Students and apprentices will receive an appropriate induction, supervision and support.

Agency staff: The setting will obtain appropriate written confirmation of the required checks from the agency and verify that all relevant suitability requirements have been met before the individual works with children.

Visitors and contractors: Visitors and contractors will be managed according to their role and level of access to children. Appropriate supervision and access arrangements will be maintained where checks have not been completed or are not required.

No unchecked individual will be left unsupervised with children, and the setting will follow all applicable EYFS requirements concerning supervision and sight and hearing of children.

Identity, right to work and employment history

Before employment begins, the setting will verify the applicant's identity using appropriate original documents or an approved verification process.

We will also:

- Verify the applicant's right to work in the UK in accordance with current Home Office requirements.
- Confirm employment history and investigate unexplained gaps.
- Check that information supplied during recruitment is accurate.
- Verify relevant qualifications and professional registrations, where applicable.
- Obtain any additional checks required for the particular role.

Copies or records of checks will be retained securely in accordance with data protection requirements.

A health declaration form will be carried out by the applicant and satisfy us that they are suitable to work and care for children.

Induction and probation

All new staff will receive a structured induction before undertaking their duties independently.

The induction will include:

- The setting's safeguarding and child protection policy.
- The staff code of conduct and professional boundaries.
- Procedures for reporting safeguarding concerns.
- The role of the Designated Safeguarding Lead.
- Behaviour management and appropriate physical contact.
- Confidentiality and data protection.
- Health and safety, fire procedures and emergency arrangements.
- Whistleblowing procedures.
- The setting's expectations regarding mobile phones, photography and electronic devices.

New staff will be subject to an appropriate probationary period in accordance with their contract of employment.

Their performance, conduct, understanding of safeguarding and suitability for the role will be monitored through supervision, observation and review meetings.

Ongoing suitability and safeguarding

Safer recruitment does not end when a person is appointed.

The setting will maintain ongoing arrangements to monitor the suitability of staff and other adults working with children.

Staff must disclose relevant information that they are legally required to disclose and report any change in circumstances that may affect their suitability.

The Manager will respond promptly to concerns about an individual's conduct, behaviour or suitability, following the setting's safeguarding and disciplinary procedures where appropriate.

Where concerns or allegations arise, the setting will follow local safeguarding procedures and make referrals to the Local Authority Designated Officer (LADO), children's social care, Ofsted, the DBS or other relevant bodies where required.

Any decision to suspend or restrict duties will be made in accordance with applicable procedures

Record keeping and confidentiality

The setting will maintain a confidential record of recruitment and suitability checks.

Records will include, as appropriate:

- Application forms and employment history.
- Interview notes and recruitment decisions.
- References and follow-up correspondence.
- Identity and right-to-work checks.
- DBS check details and relevant outcomes.
- Qualification and registration checks.
- Disqualification and other suitability checks.
- Induction and probation records.
- Any relevant risk assessments and decisions.

Records will be stored securely, with access restricted to authorised individuals.

Personal information will be retained and disposed of in accordance with applicable data protection requirements and the setting's retention arrangements.

The setting will not retain unnecessary criminal record information or disclose confidential information inappropriately.

Summary

“For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed” (Bichard report,2004, pg12 para 79). The Bichard Inquiry - Report

This policy will be implemented in accordance with current legislation and relevant statutory guidance, including:

- Keeping children safe in education - GOV.UK
- Early years foundation stage (EYFS) statutory framework - GOV.UK
- Safeguarding Vulnerable Groups Act 2006
- Disqualification under the Childcare Act 2006 - GOV.UK
- Equality Act 2010: guidance - GOV.UK
- Data protection: The UK's data protection legislation - GOV.UK
- DBS checks: detailed guidance - GOV.UK
- Supporting local areas to embed working together to safeguard children and the national framework - GOV.UK

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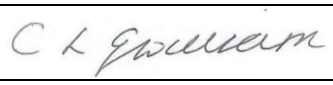
Signed	
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Date:	1st September 2026
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