



SAFER RECRUITMENT POLICY

This Safer recruitment policy has been developed to provide Worstead pre-school with a robust and secure recruitment process, to appoint suitable persons to work with children under 6 years. Safer recruitment starts at the point of identifying a vacancy and continues until the probation period is completed successfully. It is crucial that our recruitment culture helps to identify and eliminate people who might pose a safeguarding risk. We will always try to prevent inappropriate people from seeking employment or volunteering to work with children and young people.

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

We will consider the tasks and skills necessary for the job or voluntary position and what kind of person is most suited to the job. We will clearly define the role and agree this with relevant personnel – e.g. committee members, governors, trustees, human resources department.

The Worstead pre-school 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.
- Have a clear application form and only accept applications on this.
- Have at least one committee member and the supervisor to select and interview using a structured points system and structured questions.
- Each interview will include at least four warmer questions.
- All prospective staff and volunteers will have an enhanced DBS check (Disclosure and Barring 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.
- If the applicant is successful, they will be invited back to have supervised time with the children.
- We will ask to see the original documents of any qualifications

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.

Offer of employment

- We will ask for 3 original documents for the Enhanced Disclosing Barring Service (DBS) to be carried out.
- Worstead pre-school will pay for the Disclosing Barring Service (DBS) but if the applicant is not successful in their probation time the cost of the Disclosing Barring Service (DBS) check will be required back (repaid in full by the applicant).
- We will ask for 2 written references and where possible to include current or most recent employer.
- We will check to see if a reference has been completed by a senior person
- We will ensure references originate from a legitimate source
- We will not accept references from a family member
- We will not accept references titled 'To whom it may concern'
- We will Contact referees to clarify content
- Compare information on the application form with that in the reference and take up any discrepancies with the applicant
- A photocopy of identification (ID) will be taken for their personal file.
- A health declaration form must be carried out by the applicant and satisfy us that they are suitable to work and care for children.

EX offenders

Worstead preschool is committed to the fair treatment of its staff, potential staff and users of its services regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

If the applicant has a criminal record, it will not exclude or bar them from working with us. It will depend on nature of the position and the circumstances and the offences. It will be encouraged that applicants disclose and provide details of any criminal offences at the earliest stage of the application process. We request that information be sent under separate confidential cover to a designated person with Worstead pre-school and we guarantee this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Worstead pre-school to ask questions about the entire criminal record, we only ask about unspent convictions as defined in the

[Rehabilitation of Offenders Act 1974](#).

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A spent conviction is one that when a basic criminal record check is submitted, the conviction will no longer appear on this check. This is part of the rehabilitation of offenders' act, it helps people move past their criminal conviction once they have served their sentence.

If the employer is doing a standard or enhanced criminal record check it is possible that the conviction will show on the check, but it will be noted that it is spent.

An unspent conviction means that the length of the sentence given still affects whether this conviction needs to be disclosed. Some offences will never be unspent due to how long was given to the individual.

We ensure that all those in Worstead preschool who are involved in the recruitment have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have

received appropriate guidance and training in the relevant legislation relating to the employment of ex- offenders [Rehabilitation of Offenders Act 1974](#)

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](#)

[Keeping children safe in education - GOV.UK](#)

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1 st September 2026
Date for Review:	31 st August 2027

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