



Safer Recruitment Policy

Date: November 2024

Review: November 2025

Policy Intention

This policy instils a culture of safer recruitment and adopts recruitment procedures that help deter, reject or identify people who might abuse children.

Finch Nest Preschool want the very best people to work with children in our setting and we must protect our children against people who may want to harm them, commit a criminal offence against them, behave in a way that indicates they may pose a risk of harm to children or who may not be suitable to work with children.

This policy covers the recruitment, selection and pre-employment vetting of a potential employee.

Finch Nest Preschool employs people to care and educate children and this involves teaching and supervising, close contact and intimate and personal care routines. We work with others to ensure staff are suitable and can adhere to our policies and procedures, commit to our ethos and understand their responsibilities under the Early Years Foundation Stage (EYFS).

Procedure, Safeguarding & Welfare

Finch Nest Preschool ensures that all staff looking after children are suitable to fulfil the requirements of their roles by:

- Staff responsible for the recruitment of employees are trained in safer recruitment annually;
- Advertising for staff in reputable publications or with agencies;
- Shortlisting all suitable candidates for the role;
- Conducting interviews of candidates with a panel of at least two people and safeguarding questions are asked as part of the interview process;
- Having at least one member of the interview panel with a relevant 'Safer Recruitment Training' certificate, that is in date;
- Having robust systems in place for pre-employment checks including health declaration, DBS and references;
- Recording information about staff qualifications, recording DBS numbers and date and consider update service for ongoing checks. DBS documentation will not be kept by Finch Nest Preschool;
- Ensuring that we obtain information that would deem a staff member unsuitable to work with children;
- Disclosing any disqualifications and following government guidance;
- Ensuring all staff receive a comprehensive induction;
- Ensuring all staff follow their individual roles and responsibilities. We recruit with the knowledge and experience that pertains to any vacancies;
- Ensuring necessary checks are undertaken for staff who have lived or worked abroad to ensure they have the right to work in the UK;
- Following identification and verification procedures via ucheck.co.uk;

- Giving staff details of how to apply and record a DBS check including use of update service, via ucheck.co.uk;
- Asking potential employees to verify their mental and physical fitness required to carry out the role via an application form;
- Requesting any potential employees discuss past allegations or disciplinary action;
- Thoroughly checking qualifications and recording references;
- Using application forms and/ or request an up-to-date CV;
- Having clear job roles and person specifications for vacancies and follow set interview questions;
- Holding records of interviewees and applications in line with the Information and Records Policy.

Other Useful Policies:

- Safeguarding
- Child Protection
- Information and Records
- Public Interest Disclosure (Whistleblowing)