



Safer Recruitment Policy

1. Policy Statement

West Green Playgroup is committed to safeguarding and promoting the welfare of all children in our care. We follow robust recruitment procedures to deter, identify, and prevent individuals who pose a risk to children from working or volunteering with us.

Our safer recruitment practices are underpinned by the *Statutory Framework for the Early Years Foundation Stage (EYFS)*, *Keeping Children Safe in Education (KCSiE)*, and guidance from the Early Years Alliance and NDNA (National Day Nurseries Association).

2. Responsibilities

- The Manager and any staff involved in recruitment will complete accredited *Safer Recruitment Training*.
 - At least one person on every interview panel will have completed this training.
 - The Manager is responsible for overseeing the implementation and monitoring of this policy.
-

3. Recruitment Procedures

a. Job Planning

- All job descriptions include clear responsibilities around safeguarding.
- Person specifications outline the qualifications, experience, and safeguarding attitudes required.

b. Advertising

- Job adverts will include a safeguarding commitment and highlight the need for an enhanced DBS check.
- We ensure posts are advertised fairly and transparently.

c. Application Process

- All applicants must complete a standard application form; CVs alone will not be accepted.
- The form requires:
 - Full employment and education history with explanations for gaps.
 - Disclosure of any criminal convictions or safeguarding concerns.
 - Contact details for **two references**, including the most recent employer.

d. Shortlisting

- Candidates are shortlisted against the person specification by at least two people.
- Any discrepancies or unexplained gaps in employment are noted for further exploration at interview.

e. Interviews

- At least two people conduct the interview.
- Interviews will:
 - Include safeguarding-related questions.
 - Explore the candidate's suitability to work with children.
 - Probe any concerns from the application form or references.

f. Pre-Employment Checks

Before a final offer is confirmed, we complete the following:

- Enhanced **DBS check** with barred list information.
- At least two satisfactory references from current and previous employment. At least one reference must be obtained in writing before the person is recruited. Another reference may initially be obtained verbally but must be followed up in writing and kept securely on the individual's personnel file.
- References will be followed up directly with the referee by telephone before an appointment is confirmed. We will verify the referee's identity, their relationship to the applicant and the authenticity of the reference. Any discrepancies, vague or incomplete information, safeguarding concerns or questions about the applicant's suitability to work with children will be discussed and resolved.
- A written record of the telephone check, including the date, the referee's name and the name of the person completing the check, will be kept on the personnel file. Wherever possible, the telephone number will be obtained independently from the

employer's official website or switchboard rather than relying solely on information provided by the applicant.

- **Right to work in the UK** check.
- Verification of **qualifications** and **identity**.
- **Health declaration** confirming fitness to work with children.
- **Overseas criminal record checks** if the applicant has lived or worked abroad.

No staff member will begin unsupervised work with children until all checks are complete.

4. Conditional Offers

Offers of employment are made in writing and are conditional upon:

- At least two satisfactory references from current and previous employment, obtained and verified in accordance with this policy.
 - Completion of all checks above.
 - Agreement to a probationary period of three months.
 - West Green Playgroup reserves the right to extend the probationary period by up to three months where necessary. During probation, the manager will hold regular interim reviews, monitor the employee's performance against clear expectations and agreed benchmarks, provide appropriate support and address any concerns at an early stage. Any areas requiring improvement will be clearly explained and recorded.
-

5. Induction & Supervision

- All new staff and volunteers receive a full induction, including:
 - Safeguarding and child protection policies.
 - Staff Code of Conduct.
 - Whistleblowing procedures.
- A designated mentor will provide supervision during the probation period.
- No staff or volunteers will be left unsupervised with children until all checks are complete.

6. Ongoing Vigilance

- Staff will receive regular **supervision and safeguarding training**.
- Staff suitability will be kept under review throughout employment. Where a member of staff subscribes to the DBS Update Service, the Playgroup may carry out a status check with their consent. A new enhanced DBS check will be obtained where required, including where the Update Service identifies a change.
- We foster a culture of transparency, encouraging all staff to report concerns about any adults working with children.

7. Volunteers and Agency Workers

- Volunteers and students undergo similar checks as permanent staff.
- Agency or supply staff must provide:
 - Evidence of DBS checks.
 - References.
 - Confirmation from their employer of safeguarding training.

8. Work Experience Placements

Before accepting a work-experience student aged 16 or over, West Green Playgroup will agree with the school, college or other placement provider which organisation is responsible for completing the necessary suitability checks.

The placement provider must confirm in writing before the placement begins that all legally required checks have been completed, including an enhanced DBS check and a children's barred-list check where the placement constitutes regulated activity.

The Playgroup will complete a placement risk assessment and provide an appropriate induction. Work-experience students will be supervised at all times and will not:

- Be left alone with children.
- Undertake intimate or personal care.
- Administer medication.

- have unsupervised access to children's records or Tapestry.
- Take photographs or videos of children using any device.
- Be counted in the staff-to-child ratios unless specifically permitted by the current EYFS requirements and approved by the manager.

Any safeguarding or suitability concern will be reported immediately to the manager and the placement provider.

9. Record Keeping and Confidentiality

- We maintain a **Single Central Record (SCR)** of all required checks for staff and volunteers.
- All recruitment records are stored securely and comply with **GDPR** requirements.
- DBS certificates are only retained for a maximum of 6 months.

10. Policy Review

This policy will be reviewed annually or earlier if changes in legislation or best practice occur. Staff and trustees are expected to contribute to the review process.

This policy was adopted on	Signed on behalf of the Playgroup	Date for review
<i>September 2026</i>		<i>September 2027</i>