

## *Safer Recruitment Policy*

At Apple Blossom Nursery, we aim to ensure that all people working with children are suitable to do so, and we are therefore extremely vigilant when recruiting new staff to join our team.

We are committed to providing the best possible care to our children and to safeguarding and promoting the welfare of young children. The nursery is also committed to providing a supportive working environment for all its members of staff. The nursery recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain practitioners who share this commitment. Apple Blossom Nursery will follow a strict safeguarding procedure to protect all children and young people in our care and expects all staff, volunteers, students, and agency staff to share this commitment.

### **Recruitment Procedure**

All prospective candidates will be asked to submit their curriculum vitae with a covering letter. Applicants will then be contacted either by email, letter, or phone to let them know if they have been successful in reaching the next stage, a face-to-face interview.

Candidates invited to interview must bring:

- Passport, driving licence, or full birth certificate;
- A utility bill/statement showing their name/address (within the last 3 months);
- Documentation showing National Insurance number;
- Certificates for any professional or educational qualifications listed;
- Proof of eligibility to work in the UK;
- Disclosure of any criminal history relevant to a DBS check.

Where an applicant claims to have changed their name, documentation will be requested.

Where possible, references will be checked before the interview. Detailed queries will be made about any employment gaps and reasons for leaving previous posts.

**Settings must obtain a reference for a prospective staff member before employment and should:**

- Not accept open references (e.g. "To whom it may concern");
- Not rely on the applicant to obtain their own reference;
- Ensure references are from the current employer, training provider, or education setting and signed by someone with appropriate seniority;
- Not accept references from family members;
- Verify the most recent relevant period of employment if the applicant is not currently employed;
- Secure a reference from the last employer where the applicant worked with children (if applicable);
- If the applicant has never worked with children, obtain a reference from the current employer or education provider;
- Ensure electronic references come from a legitimate source;
- Contact referees for clarification if reference content is vague or incomplete;
- Compare reference information with the application and address discrepancies with the applicant;
- Confirm the reason for leaving the most recent employment and resolve any concerns before confirming employment.

### **All references must meet the following standards:**

- Confirm suitability to work with children;
- Include any substantiated safeguarding concerns or allegations that meet the harm test, as outlined in *Making barring referrals to the DBS*;
- Must **not** include unsubstantiated, unfounded, false, or malicious allegations.

### **Safeguarding Suitability**

It is essential to ensure that all individuals appointed are suitable to work with young children. Settings must implement safeguarding procedures to ensure this.

#### **Childminders and staff must also ensure the suitability of:**

- Any person who may have regular contact with children (e.g. someone living or working on the same premises where care is provided).

A setting's **safeguarding policies** must include:

- Clear procedures for checking the suitability of new recruits;
- Prompt provision of references for former employees upon request;
- Timely and factual responses to reference requests, especially related to safeguarding.

### **Recording Requirements**

Settings must retain records of:

- Staff qualifications;
- Identity checks;
- Vetting processes and outcomes;
- References obtained;
- Criminal record checks, including:
  - DBS reference number,
  - Date of check,
  - Name of the person who obtained it.

### **Induction**

Once offered a position, the new staff member will enter a 3-month probation period and complete a full induction. If two full references are not received, probation will be extended to 6 months.

New staff will not be left unsupervised or allowed to provide intimate care until a clear DBS is returned.

New employees will be trained and mentored. During induction, they will receive:

- DSL and Deputy DSL roles and responsibilities;
- Staff policy and procedure handbook;
- Personal details and new starter forms;
- Job description;
- Fire, intimate care, security, drop-off/collection procedures;
- Risk assessments, cleaning rotas, COSHH, RIDDOR;
- Food allergy procedures;
- Introduction to the Interactive Learning Diary (ILD) and tech policies.

## DBS Checks

Apple Blossom Nursery complies with DfE guidance on safer recruitment. All new staff must pass enhanced DBS checks before starting unsupervised work.

### Enhanced disclosure includes:

- Current and spent convictions;
- Cautions, warnings, and reprimands;
- Police information considered relevant;
- Confirmation of whether the individual is barred from working with children.

We adhere strictly to DBS guidance on the handling and storage of disclosure information and only retain necessary data (e.g. disclosure number and date) for reference.

Once the DBS certificate is received, the staff member may register for the **Update Service** (£13 annually). Guidance is available from the safeguarding board in the office.