

Safer Recruitment and Employment Policy

This policy and associated procedures were adopted by Chelford Village Preschool on October 10th 2022.

Date of last review: 16th September 2023

Date of next review: 16th September 2024

Version: 1.0

Version Control Table

Version	Date Reviewed	Reviewed By	Comments
1.0	10 th October 2022	Katherine Bones	New Policy Adopted
	16 th September 2023	Katherine Bones	No Change

Safer Recruitment and Employment Policy

Policy statement

We are committed to providing the best possible care to our children, and to safeguard and promote the welfare of young children. We are committed to creating a safe and positive environment which keeps our children safe from harm, and a supportive working environment for all our members of staff.

Chelford Village Preschool recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staffs who share this commitment. Chelford Village Preschool will follow a strict safeguarding procedure when recruiting staff to protect all children and young people in our care, and expects all staff and volunteers, students and agency staff to share this commitment.

Objectives

- We are committed to safeguarding and protecting all children and young people by implementing robust safer recruitment practices.
- We ensure that we identify and reject applicants who are unsuitable to work with children and young people
- We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that we have effective systems in place to ensure that our staff and volunteers are suitable and appropriately qualified. We carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.
- We are committed to the fair treatment of staff and ensure that the recruitment process is managed fairly without discrimination towards any individual or group, and to ensure that we are compliant with all current and relevant legislation, guidance and best practice.
- We ensure that our recruitment process follows a planned and structured approach to minimise the risk of appointing someone unsuitable, and ensure that the right person for the role is selected. We keep records of the process for future reference.
- We respond to concerns about the suitability of applicants during the recruitment process
- We respond to concerns about the suitability of employees and volunteers once they have begun their role
- We ensure all new staff and volunteers participate in an induction which includes child protection
- We ensure that we inform Ofsted (in writing, within 14 days) of any relevant changes to the provision of services. This is related to changes to the name, address and contact details of the nominated person, the setting manager or the registered person.

Legal framework

- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006

Statutory Guidance

- Working together to safeguard children (PDF) (Department for Education, 2018b).
- Keeping children safe in education: Statutory guidance for schools and colleges (Department for Education, 2021).

Further guidance

- The Disclosure and Barring Service provides detailed guidance for employers in **England** and **Wales** on the process of applying for DBS checks.
- Ofsted has published guidance for children's social care providers and managers in England, setting out the disclosure and barring checks that need to be in place and how this will be checked by inspectors (Ofsted, 2019).
- Information about how to apply to foreign countries for criminal records checks is available from the Home Office (2017).
- The Department for Education (DfE) has provided statutory guidance about disqualification under the Childcare Act 2006 for local authorities, maintained schools, academies and free schools (DfE, 2018a).
- If a candidate has been resident overseas for three months or more over the past five years, you should check the candidate's criminal record in that country. The Home Office provides guidance on applying for criminal records checks for overseas applicants (Home Office, 2021b).

Related Policies and Procedures

Safer Recruitment and Employment Procedure

Induction and Probation Policy

Supervision and Appraisal Policy

Safeguarding Policy