



SAFER RECRUITMENT POLICY

General Policy

The policy for staff recruitment has the following key points:

- staff must hold suitable qualifications, currently awaiting certification or on a course.
- non-qualified staff can be used for specialist activities and general running such as cleaning etc. Non-qualified staff are not included in the staff to child ratios at Nippertime Preschool
- staff recruitment must be performed with strict adherence to the Equality policy
- staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children, whether received before or during their employment at Nippertime
- Nippertime meets the requirements of the Disclosure and Barring Service (DBS) through receiving any updates through emails and website – www.homeoffice.gov.uk
www.everychildmatters.gov.uk/independentsafeguardingauthority

Procedure for recruitment

The following procedure for recruitment is as follows:

- advertise
- review application forms, including full employment history
- send letters of invitation and rejection prior to interview
- hold interviews
- make decisions
- issue conditional offer of employment
- issue letters for 2 references
- take copies of qualifications
- complete DBS – (a staff member cannot start their employment until the DBS has been completed)

Procedure when new staff person first starts

- during first few weeks' new staff person will work in different groups so that they can learn how the Preschool is run
- Manager will assess the need for additional training e.g., first aid, Health, and Safety etc. An appropriate training plan will be devised.

We will ensure that Nippertime Preschool operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children including verification of their identity, qualifications, disqualification by association regulations and a satisfactory DBS check (according to EYFS requirements). We comply with the [Disqualification under the Childcare Act 2006](#) guidance issued in August 2018.

Nippertime Preschool will obtain an enhanced criminal records check (DBS) in respect of every person aged 16 and over including for unsupervised volunteers, and supervised volunteers who provide personal care who:

- work directly with children
- live on the premises on which the childcare is provided (unless there is no access to the part of the premises when and where children are cared for) and/or



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- work on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present)

An additional criminal records check (or checks if more than one country) will be made for anyone who has lived or worked abroad.

Nippertime Preschool ensures that there is at least one person on every recruitment panel who has completed safer recruitment training, Fiona Napier, Sam Gibbins, and Elena Rose have completed an online safer recruitment course.

Nippertime Preschool will record information about staff qualifications which is stored in the Ofsted folder. The identity checks and vetting processes that have been completed, which is stored in staff Personal Development Plan folders.

Nippertime Preschool will make a referral to the Disclosure and Barring Service and Ofsted where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm ([Safeguarding Vulnerable Groups Act 2006](#)).

All organisations and individuals who work with children and young people or are involved in providing services for them have a duty to safeguard and promote their welfare. This is clearly stated in the publication Working Together to Safeguard Children, 2023. This will also be underpinned by inspection requirements imposed by regulators such as Ofsted, as a condition of grant funding, or as part of a contract with an organisation to which they provide services. Whatever the background, making sure that we do everything we can to prevent appointing people who may pose a risk to children is an essential part of safeguarding children.

Nippertime Preschool is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any member of staff working with children at Nippertime Preschool will have a Level 3 or above Early Years qualification and at least two years' experience of working with children aged 2 - 5 years.

Nippertime Preschool is an equal opportunities employer and actively promote a diverse workforce that values people for their differences. Throughout our recruitment process we will encourage applications from those with disabilities. We will carry out an annual review of our Better Business Checklist (Department for Work and Pensions) to ensure we have made reasonable adjustments to our printed information / building access / working environment.

Prior to advertising any vacancy, we will assess whether the job role requires restructuring. This may include:

- updating Job Description
- updating Employment Contract
- update interview questions

Nippertime Preschool will also agree:



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- date, time, and place for interviews
- who will be on the short-listing panel
- who will chair the interview, who will be taking notes
- the assessment and marking system to be used

Nippertime Preschool will send out Application Packs to anyone who enquires about the vacancy. The pack will include:

- application form
- job description

Enquirers will be invited into Nippertime for an informal chat and to see how the reschool is run.

The short-listing panel will then make a list of suitable candidates. Confirmation letters will then be sent to successful applicants inviting them to attend an interview. The letter will contain when, where and how long the interview will be, who will be on the interview panel and any other methods of assessment. We will provide a map if necessary. We will advise the candidates what documents to bring and if they require any specific arrangements for interview.

The interview panel will consist of a minimum of two staff members. A detailed record of the interview will be kept. Candidates will be told at interview when they can expect a decision. After selection, candidates will be informed as quickly as possible, firstly by telephone and then a follow up letter confirming their appointment. Letters will state that appointment is subject to satisfactory references, and DBS checks.

For successful and unsuccessful candidates, interview notes will be kept for a year. Due to Data Protection, unsuccessful candidates will be asked if they would like their application form, certificates and other relevant documents returned, if not, these documents will be destroyed. All unsuccessful candidates will be offered feedback on their interviews.

The successful candidate will be asked to supply 2 written references, their full employment history, qualifications, and identity checks. All new employees will undergo Enhanced DBS checks and will not have unsupervised access to the children until this is received. Staff then sign up to the DBS update service. If any issues arise from a DBS disclosure, the employee will follow guidance on the DBS website <https://online.tmgcrb.co.uk/>.

References requirements

Providers must obtain a reference for any member of staff, (including students and volunteers), before they are recruited. Providers should:

- not accept open references e.g. to whom it may concern
- not rely on applicants to obtain their reference
- ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority
- not accept references from a family member
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed



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- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.
- ensure electronic references originate from a legitimate source.
- contact referees to clarify content where information is vague or insufficient information is provided.
- compare the information on the application form with that in the reference and take up any discrepancies with the applicant.
- establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.
- references should be provided for previous employees upon request in a timely manner. When asked to provide references, providers should ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. They should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.

Each employee will be asked to complete a Health Declaration form and a Medication form if they are taken any medication. This form is put in a sealed envelope just in case of an emergency with that member of staff.

A contract of employment outlining main particulars of employment will be sent to the new employee once an offer of employment has been accepted. A written statement setting out further detail of the main terms and conditions of their employment will be sent to the new employee within two months of employment. The written statement will include:

- manager's name
- employer's name
- date when employment (and the period of continuous employment) began
- pay and the intervals at which you will be paid
- hours of work
- holiday entitlement
- entitlement to sick leave, including any entitlement to sick pay
- pensions and pension schemes
- employer's entitlement to notice of termination
- job title or a brief job description
- where it is not permanent, the period for which your employment is expected to continue or, if it is for a fixed term, the date when it will end
- work location address

Employees will be expected to declare all convictions and/or cautions; as well as court orders which may disqualify them from working with children it affects their suitability to do so. The contract will specify that employees will notify Nippertime Preschool if they are disqualified from working with children whilst employed by us. All new staff members / students / volunteers will follow our Employee Induction Checklist to raise awareness of operational issues, policies, and procedures.



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Training and induction

All staff receive information about the safeguarding arrangements upon induction, the safeguarding statement, staff behaviour policy (code of conduct), Child Protection policy, the role and names of the DSL and the deputy which are clearly advertised on our notice board.

All staff will have access to Part 1 and Annex B of [Keeping children safe in education 2025](#) (KCSIE), 2025 and will sign to say they have read and understood it.

All staff receive Safeguarding and Child Protection training at induction in line with advice from [Surrey Safeguarding Children Partnership](#) which is regularly updated.

All staff are trained in and receive regular updates on online safety and reporting concerns (for example, via email, and staff meetings), as received, but at least annually.

Nippertime Preschool will advise all staff that they must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice. We will ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. No medication is kept onsite.

Nippertime Preschool will advise staff disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, and warnings.

All staff and the Manager have regular Child Protection awareness training every 2 years or updates by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse and neglect.

All staff will be provided with a copy of our setting's achieving positive behaviour policy.

All staff will be made aware of the expectations relating to use of mobile technology within the setting, including mobile phones and cameras. All staff will be made aware of the professional risks associated with the use of social media and electronic communication. Staff will adhere to relevant setting policies including staff behaviour policy, online safety policy, cameras, IPAD'S, mobile phones and smart watches policy.