Bishop Sutton Pre-school and Forest Club

Charity Registration Number 1172849

14 Safer Recruitment Policy

Alongside associated procedures in 06 Safeguarding. This policy was adopted by Bishop Sutton Pre-School and Forest Club on 12th January 2026.

At Bishop Sutton Pre-school, we are committed to safeguarding and promoting the welfare of all children in our care. We are equally committed to recruiting, selecting and retaining staff who share this commitment. This Safer Recruitment Policy outlines the processes and checks in place to ensure that all staff, volunteers and students are suitable to work with children. We meet all requirements of the EYFS (2025) Statutory Framework.

Aims

- To deter unsuitable individuals from applying to work with children.
- To ensure that the recruitment and selection process is robust and consistent.
- To ensure that the Pre-School operates in line with current safer recruitment legislation and guidance.
- To promote a culture of safe, transparent practice and continuous safeguarding awareness.

Recruitment Process

- Job advert, Job Description and Person Specification written and agreed by the management team.
- Job will initially be advertised internally with a closing date of one week. Staff will be notified through Team Meeting and via staff WhatsApp group. If no applications are received then the advert will be shared via the parents' and committee members' WhatsApp groups and via local Facebook pages with appropriate closing date.
- All applicants must complete an application form, detailing full employment history, education, and provide copies of full and relevant qualification certificates.
- Applicants must declare any relevant criminal convictions or safeguarding concerns.
- A CV alone is not accepted in place of a full application form.

Shortlisting and Interview:

- Application forms are anonymised by someone who will not be shortlisting or interviewing candidates.
- Qualifications are checked against Government approved list, to ensure they are full and relevant.
- Candidates who meet the shortlisting criteria will be invited to a face-to-face interview.
- Candidates are required to bring the following documents:
  Proof of identity (e.g. passport, driving licence, birth certificate)
  Proof of address (e.g. utility bill or bank statement, dated within 3 months)
  Evidence of right to work in the UK, if applicable.
  National Insurance number documentation

Relevant qualifications and original certificates
Current DBS Certificate and Update Service ID Number.
Name change documentation, if applicable (e.g. deed poll or marriage certificate)

Interview

- All interviews will include questions on safeguarding, whistleblowing and professional conduct.
- Interviewers compare original qualification certificates with copies that were provided on application.
- Interviewers will explore any gaps in employment or inconsistencies in application forms.
- Candidates are assessed for values, behaviours, and attitudes consistent with safeguarding children.

References and Pre-Employment Suitability Checks

- The Government Early Years Employment Reference template will be used.
- Two written references will be obtained, ideally before interview, and always before employment starts. 'To Whom it May Concern' references are not accepted.
- Only employer references from private email domains will be accepted for references. Gmail, Hotmail or similar are unacceptable.
- Manager will follow up written references with a phone call to confirm referee identity and information provided.
- One reference must be from the candidate's most recent employer or educational setting.
- Any concerns raised in references will be followed up and documented.
- All offers of employment are conditional upon satisfactory references and an Enhanced DBS check. Applicant provides DBS number and signs to give permission for Pre-School to check their records on the DBS Update Service.
- An 'online footprint' search will be carried out.
- Start date is after suitability checks have been completed.

Induction Process

- All new staff will complete a structured induction programme, following the Induction Programme checklist and including:
  Reading Pre-School policies and procedures
  Regular safeguarding discussions at team meetings
  Completing mandatory training (Safeguarding, Paediatric First Aid, Prevent Duty, Health & Safety, Food Hygiene, Allergies) and identifying areas for additional CPD
  Familiarisation with key procedures: safeguarding, whistleblowing, early years practice, fire safety, confidentiality

Mentoring and Support

- Each new member of staff will be allocated a mentor who supports them during induction and probation.

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Ongoing Suitability and Monitoring

- Staff must attend an annual Appraisal where suitability and performance are reviewed.
- Supervision with a manager will be held approximately every 8 weeks, during which staff are responsible for disclosing any:
  Health issues
  Criminal proceedings or convictions
  Changes in personal circumstances that may affect their suitability to work with children
  Any concerns about a staff member's ongoing suitability will be managed under the relevant safeguarding or disciplinary procedure.
- Staff will sign Supervision records to confirm permission for DBS Update Service to be checked every 6 months.

Enhanced DBS Checks

- All staff must hold an **Enhanced DBS check**.
- New employees are required to register with the **DBS Update Service** (currently £16 annually), allowing regular checks by Pre-School. Pre-School will reimburse this cost.
- Pre-School also covers the cost of the initial DBS check for employees.
- Confidentiality is maintained in line with DBS guidance. Disclosure certificates, or copies of them, are not kept on file. However, the **issue date and certificate number** are recorded.

Record Keeping and Confidentiality

- All recruitment documents are stored securely in locked cabinets with restricted access.
- Staff files include: application form, interview notes, references, ID checks, DBS certificate details, training records, and suitability declarations.

Policy Monitoring and Review

This policy will be reviewed annually or sooner if changes in legislation, statutory guidance or safeguarding practice occur.

This policy was adopted by	Bishop Sutton Preschool & Forest Club
On	
Date to be reviewed	AGM 2026
Signed on behalf of the Management Committee	
Name of signatory	Sarah Short
Role of signatory	Chair of the Committee
Signed on behalf of the Staff	

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Name of signatory	Penny Rowlands
Role of signatory	Joint Manager