



Safer Recruitment

We are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so. We are committed to ensuring the well-being and safety of all children is paramount. It is important that we have robust safer recruitment systems in place to safeguard and protect all children and team members. At Minis we follow this procedure every time we recruit a new member to join our team, including volunteers.

Legal requirements

- ✿ We abide by all legal requirements relating to safe recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations. We ensure that at least one panel member for the interview process has been trained in safer recruitment.
- ✿ We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by the employer's responsibilities relating to informing the DBS of any changes to the suitability of their staff, whether this member of staff has left the nursery or is still under investigation.
- ✿ Where a post requires a DBS check, the requirement for a DBS check is included on the job description and job advert.
- ✿ If the nursery is using outside contractors, for example builders, measures will be implemented to ensure that there is no unsupervised contact with children.

Advertising

- ✿ We use reputable publications, websites, social media, and the local job centre to advertise vacancies
- ✿ A safeguarding statement will be included in recruitment documentation for relevant posts linked to safeguarding.

Interview stage

- ✿ The interview panel will consist of at least two people.
- ✿ The interview will cover any gaps in the candidate's employment history
- ✿ All candidates reaching the interview stage are questioned using the same set criteria and questions. These cover specific areas of childcare, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to childcare and used in the nursery. The questions will be value based and will ensure the candidate has the same values as the nursery with regards to the safety and welfare of the children in their care
- ✿ If successful in formal interview candidates may be invited to take part in a supervised practical exercise which will involve spending time in a particular age group in the nursery interacting with the children, staff, and where appropriate parents
- ✿ The manager and deputy will then select the most suitable person for this position based on these scores and their knowledge and understanding of the early year's framework as well as the needs of the nursery
- ✿ Every candidate interviewed will receive communication from the nursery stating whether they have been successful or not. Unsuccessful candidates are offered feedback if requested.

Recruitment Checks

- ✿ The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences, which will form part of their personnel file.



- ✿ The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked, and copies taken for their personnel files.
- ✿ Candidates' identities will be checked using photo identification.
- ✿ All candidates will be required to prove they are eligible to work in the UK.
- ✿ All new starters, other than those who have registered on the DBS Update Service, will be subject to an enhanced Disclosure and Barring Service (DBS) check. They will not be permitted to start employment without a DBS.
- ✿ If the individual has registered on the DBS Update Service, with the candidate's permission, instead of carrying out an Enhanced DBS check we will check the Update Service. In this case Minis will still collect proof of identification and address to be kept on the persons file, as with full DBS checks.
- ✿ The nursery will retain details about the individual including staff qualifications, identity checks carried out and the vetting process completed. This will include the criminal records disclosure reference number, the date the disclosure was obtained and details of who obtained it. The nursery will not retain copies of the disclosure itself.
- ✿ There may be occasions when a DBS check is not clear, but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion considering the following:
 - seriousness of the offence or other information
 - accuracy of the person's self-disclosure on the application form
 - nature of the appointment including levels of supervision
 - age of the individual at the time of the offence or other information
 - the length of time that has elapsed since the offence
 - relevance of the offence to working or being in regular contact with children
- ✿ New starters are required to sign a self-disclosure form to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children.
- ✿ When an applicant discloses a conviction, the nursery will check with Ofsted if a waiver is required.

Induction

- ✿ All new team will get an offer in writing. Once the recruitment checks are complete a contract will be issued.
- ✿ All new members of staff will receive our full policies prior to starting and will be asked to sign to say that they have read and understood these. They will undergo an intensive induction period during which time they will discuss the nursery policies and procedures and be assigned a 'mentor/ buddy' who will introduce them to the way in which the nursery operates
- ✿ During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding policy and procedures, emergency evacuation procedures, equality policy and health and safety issues
- ✿ The new member of staff will have regular meetings with the manager and their mentor during their induction period to discuss their progress.

On-going support and checks

- ✿ All staff are required to complete a Team Suitability Declaration Form prior to starting at Minis, this is also reviewed annually.
- ✿ DBS checks will be updated every three years, for those on the updates service it will be checked periodically, at least every three years.



- ✿ All staff are responsible for notifying the manager in person if there are any changes to their circumstances that may affect their suitability to work with children. This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager immediately.
- ✿ The nursery manager will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. This may include requiring the individual to obtain a waiver from Ofsted in relation to any disqualification. Please see the Disciplinary Policy for further details
- ✿ Every team member will be supported through our Continuous Professional Development Procedures. This provides an opportunity for the manager and member of staff to discuss training needs as well as evaluate and discuss their performance.
- ✿ The manager, deputy and room leaders will be responsible for any support the team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.
- ✿ The nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.

This policy was updated:	Signed on behalf of the nursery:	Date for Review:
August 2024	Julie Coackley Childcare Director	2025