

Safer Recruitment

At Lake View Nursery, we are committed to providing high-quality care for children through being vigilant in our recruitment procedures, aiming to ensure that all people looking after children are suitable to fulfil the requirements of their role. We are committed to ensuring that all staff, including students, volunteers and any agency or supply staff, are suitable to fulfil the requirements of their role in order to work with, or be in regular contact with, children.

We have effective systems in place to ensure that practitioners and any other person who may have regular contact with children are suitable, as part of the recruitment process as well as monitoring continued suitability, as part of regular staff and/or student supervision.

Aim

It is our intention to prevent people who pose a risk of harm from working with children in our setting to ensure the safety of the children in our care and to provide opportunities to give them the best start in life. We do this by:

- Using safe recruitment practices for selecting and appointing staff and checking references.
- Adhering to statutory responsibilities to carry out checks that enable a decision to be taken on the suitability of staff who work with children and learners, including considering carrying out an online search as part of due diligence on shortlisted candidates.
- Taking proportionate decisions on whether to ask for checks beyond those that are required.
- Ensuring that volunteers and visitors are appropriately checked and supervised.
- Ensuring that at least one person on the appointment panel has had safer recruitment training.
- Ensuring that our procedures are in place to handle allegations against members of staff, including tutors, volunteers, and visitors.
- Ensuring our procedures are in place to handle allegations against other children or learners.

Legal Requirements

- We abide by all legal requirements relating to safer recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations, including our legal responsibilities under the Equality Act 2010
- We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks. We abide by the employer's responsibilities by informing the DBS of any changes to the suitability of our staff, whether this member of staff has left the nursery or is still under investigation. Please refer to the Safeguarding children policy for further information. Each new employee will undergo a DBS check and must hold a clear and up to date DBS. At Lake View each member's DBS is renewed every 3 years.

A referral to the DBS must be made if someone has been dismissed or removed due to a safeguarding concern or would have been removed if they had not resigned.

Lake View Nursery Ltd

Last updated: 15th April 2025

By: Hayley Davies (Manager)

Overview

- All adults who care for children understand and adopt the Early Years Foundation Stage Framework.
- All *qualified* staff members providing care have the appropriate childcare qualifications that are relevant to their roles.
- Staff members are offered support to further their professional development.
- Adults who are employed by the nursery are vetted for their suitability to work with children in accordance with the Safeguarding children guidance from the DCSF.
- Any adults that enter the nursery who are not a full employee are signed in and accompanied by a member of staff at all times. This includes all visitors, suppliers and guests.
- Students and volunteers are always supervised by other staff members.
- The care and supervision provided by the nursery staff members must be consistent, safe and meet the needs of individual children.

OFSTED Approved person

- The Ofsted-approved person/registered person has undertaken an assessment and registration visit by Ofsted as being suitable to have overall responsibility for the Nursery.
- The approved person, (along with the managers) are responsible for the controls, finances, policies, procedures, and overall operations of the nursery.
- The approved person is the first point of contact within the nursery for Ofsted and is ultimately responsible for the implementation of any agreed actions with Ofsted within the statutory framework of Every Child Matters (ECM) and the Early Years Foundation Stage Framework (EYFS).

Nursery Manager

- The manager has been appointed by the nursery's approved person/registered person and directors.
- They have been assessed and deemed to have the right experience, and qualifications and are suitable to perform the role.
- They have passed an enhanced Criminal Records Bureau (CRB) check.
- They have a minimum Level 3 NQV in childcare.
- They have a day-to-day responsibility for the nursery.
- The manager has had 2 references from past employers.

Staff recruitment overview

- Staff vacancies are posted in the Nursery and when appropriate on childcare websites, and the nursery website and through the social networking page.
- All staff positions have a job description that details the individual roles and responsibilities, as well as minimum qualifications and practical experience required.
- All staff members are requested to complete an application form or to hand in a CV that includes details of two referees who can be contacted BEFORE a position is finalised.
- Staff will be selected for an interview if they provide a satisfactory application form/CV and meet the essential criteria from the job description.

- Staff members who are selected for interview are requested to bring evidence of all relevant qualifications and certificates.
- Staff members are interviewed by a senior member of staff plus another member of staff who will use an 'interview assessment form' to ensure fairness through each interview. Every interviewee is asked the same questions, and all evidence and significant points are recorded by the members of staff conducting the interview.

Recruitment process:

Advertising

- We ensure that all recruitment literature includes details of our equal opportunities policy and our safer recruitment procedures, including an enhanced DBS check and at least two independent references for every new employee.

Interview stage

- The manager/s decides the most appropriate people for the interview panel. There will be at least two people involved in the overall decision-making.
- The interview will also 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 are 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.
- Candidates will be given a score for their answers.
- The management team will then select the most suitable person for this position based on these scores and their knowledge and understanding of the early years framework as well as the needs of the nursery.
- Every candidate will receive communication from the nursery stating whether they have been successful or not. Unsuccessful candidates are offered feedback.

References

At Lake View Nursery, we will:

- 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 candidate'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
- 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 candidate
- establish the reason for the candidate leaving their current or most recent post ensure any concerns are resolved satisfactorily before appointment is confirmed.

Formal Offer of employment

- A formal offer of employment is made through a formal letter via email. One copy must be obtained with the new staff member's signature, and one copy to be kept by the manager.
- The letter must contain the agreed working hours, job role, start date and pay rate.
- The letter must include details of our probationary period.
- The letter must include the **conditions** of the job offer- a suitable CRB check and suitable references.

Starting work

- 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. This may be verbal initially and then followed up with a written reference which will form part of their 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 personal files where applicable.
- Prior to employment (during induction) but after the job has been offered, a health check questionnaire will be given to the employee and its results will be taken into account in making an overall decision about suitability. The nursery reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role.
- All new employees, will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the member of staff commences work in the nursery and they will not have unsupervised access to any child before this check comes back clear. Further to this, without an up-to-date enhanced DBS check, the new starter will not be allowed to change the nappy of any child (whether supervised or not).
- The nursery will record and retain details about individuals, including staff qualifications, identity checks carried out and the vetting process completed. This will include the DBS reference number, the date the disclosure was obtained and details of who obtained it.

- 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 taking the following into account:
 - 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 or other information
 - relevance of the offence or information to working or being in regular contact with children
- Employees are required to sign at induction a Staff Suitability Form to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or identify that they are unsuitable to do so
- All new members of staff will undergo an intensive nursery induction and a 3-month probationary period during which time they will read and discuss the nursery policies and procedures and new employees will also undergo a room induction within the room they will be working in this time.
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding children policy, Lock down policy, Inclusion and equality policy and health and safety policy.
- New staff members will have a probationary period for the first 3 months of work during which suitability for the position to which they have been appointed will be assessed. At the end of the 3 months, a review meeting will be held. The nursery reserves the right to extend the probationary period if necessary.
- The new member of staff will have regular meetings with the manager during their probationary period to discuss their progress, support required and/or further training and professional development opportunities.

Delayed DBS checks

- Where possible, staff will have the checks completed prior to starting employment. As long as the DBS check has been applied for, if there are delays in the results coming through, staff may work in the nursery before these checks are completed as a last resort, but they must be supervised at all times by staff who already hold an enhanced check. All nursery staff will be informed of any staff awaiting enhanced DBS clearance.
- Staff awaiting these checks will **never**:
 - Be left unsupervised whilst caring for children
 - Take children for toilet visits unless supervised by staff holding an enhanced check
 - Change nappies
 - Be left alone in a room or outside with children
 - Be involved in looking at a child's learning and development log, but can contribute to it
 - Have access to children's personal details and records

- While adhering to the above list, we recognise that it is vital that the staff member awaiting an enhanced disclosure is made to feel part of the team and we support them in participating fully in every other aspect of the nursery day.

Ongoing support and checks

- 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 (staff suitability status will also be checked through an annual 'staff suitability questionnaire'). This includes any incidents occurring outside the nursery. Staff will face disciplinary action should they fail to notify the manager **immediately**.
- We act on any information that comes to our attention that suggests someone may no longer be suitable for their role.
- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervisions and review meetings/appraisals. Management may require this more regularly where health circumstances change. There are more details about how the nursery deals with any health problems in the Absence management procedure
- The nursery managers and owner 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 unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. Please see the Disciplinary procedure for further details.
- Every member of staff will have a formal appraisal meeting a year with the manager. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as evaluate and discuss their performance in the previous year.
- The manager, deputy and room leaders will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback.
- We will ensure staff receive continuous support, training and supervision from management in order to provide a safe, secure and healthy environment for all children in the nursery.
- 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.

Students

- All students will receive an interview to ensure they are suitable for the nursery and an induction process to ensure they fully understand and are able to implement the nursery procedures, working practices and values.
- All students will be fully supervised to ensure they receive the appropriate support, training and information they may require.
- We request confirmation that all necessary checks have been completed by the training provider before students starting. Once checks are obtained we record the DBS check reference number, the date the check was obtained and details of who obtained it.
- We have a short induction prior to students working with the children. It is our policy that all students are fully supervised and not left alone with children.
- Students on long-term placements and volunteers (aged 17 or over) and staff working as apprentices in early education (aged 16 or over) may be included in the ratios at the level below their level of study, if the provider is satisfied that they are competent and responsible and if they hold a valid and current PFA qualification.

Safeguarding Training

- All staff members are to have up-to-date and relevant safeguarding training to be renewed every year. (*Guidance suggests every 3 years with yearly refreshers, this will change to every 2 years from 1st September 2025.*) Refresher courses can be done throughout, whenever senior members of staff feel it may be necessary for a member of staff to do so.

Our Safer Recruitment Checklist includes:

Before a staff member starts:

- CV/APPLICATION FORMS
- INTERVIEW NOTES
- DBS CHECK (ENHANCED)
- 3 X ID WHICH WAS USED FOR DBS
- JOB OFFER
- 2 REFERENCES— 3 IF POSSIBLE (WITH FOLLOW UP CALLS ON EACH REFERENCE)
- ALL CERTIFICATES INCLUDING A SEPARATE FOLDER FOR CHILDCARE CERTIFICATES
- CHECK IF THEIR CHILDCARE CERTIFICATE IS FULL AND RELEVANT
- ADD TO CENTRAL RECORDS
- P45 OR P46
- EMPLOYEE CONTACT INFO FORM
- INDUCTION CHECKLISTS (MAIN & ROOM)
- CONTRACT
- HEALTH DECLARATION & SUITABILITY RECORD
- JOB DESCRIPTION

Also to remember in Induction:

- Email staff handbook
- Add to Noodle Now & give log-in info
- Add to Tapestry
- Add to Staff Mailing List
- Uniform

To keep updating regularly:

- DBS UPDATES (EVERY 3 YEARS)
- NEW ID SCANNED IF NEEDED
- P60'S (END OF YEAR TAX REPORT)
- CERTIFICATES WHEN TRAINING IS COMPLETED
- MATERNITY—RISK ASSESSMENT, MAT LEAVE PLANS & RETURN TO WORK PLANS + MATB CERT)
- SICK NOTES
- GRIEVANCES & DISCIPLINARY
- SAVE ANY EMAILS / LETTERS ASKING FOR CHANGE OF HOURS ETC
- HOSPITAL APT'S FOR BOTH STAFF OR CHILD WHEN THEY REQUEST TIME OFF
- NOTICE TO LEAVE
- EVEN WHEN THEY LEAVE, SAVE ANY REFERENCES YOU MAY COMPLETE FOR THEM