

# Safeguarding Children



## Safer recruitment

### Policy statement

The staff and committee of Rudgwick Pre-school will:

- ✓ Ensure the preschool has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with legal requirements.
- ✓ Ensure that the preschool operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work in the setting.
- ✓ To monitor regular educational visitors' compliance with this policy.
- ✓ Promote welfare of children and young people at every stage of the procedure.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other	3.4 The wider context	4.4 Personal, social and emotional development

### Characteristics of Effective Learning

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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## Procedures

### Recruitment and vetting checks

References;

- ✓ Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up.
- ✓ Direct contact, either by telephone or face-to-face, will be made with each referee to verify the reference.

### Previous Employment History;

- ✓ Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment. These will be carried out on all appointments to the preschool's workforce before an appointment is made.
- ✓ Acceptable proofs of identity may include birth certificate, driving licence or passport, combined with evidence of proof of address.

#### **Disclosure & Barring Service (DBS) Certificate & Identity Checks;**

- ✓ All staff at Rudgwick Pre-school require an enhanced DBS Certificate, these will be renewed regularly.
- ✓ DBS certificate must be obtained before the commencement of employment of any new employee.

#### **Medical Fitness**

- ✓ Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed.
- ✓ All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

#### **Qualifications;**

- ✓ Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application.

#### **Overseas Checks**

- ✓ All new appointments, where persons have lived outside the UK, are subject to additional checks as deemed necessary.

#### **Committee Members**

- ✓ All committee members require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of their services on the committee. Committee members are also required to complete an Ofsted EY2 form and may be asked to complete further forms for banking purposes.

In addition to the above and as part of a broader approach to best practice in safe Recruitment the preschool will, whenever possible, ensure the following procedures are followed;

- ✓ Any advertisement will make clear the Pre-school's commitment to safeguarding and promoting the welfare of children.
- ✓ The 'person specification' will include a specific reference to suitability to work with children.
- ✓ Face-to-face interviews will always form part of the recruitment process.

This policy was adopted at a meeting of

Rudgwick Pre-school

Held on

16<sup>th</sup> November 2023

Date to be reviewed

16<sup>th</sup> November 2025

Signed on behalf of the management  
committee

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*William Baldwin*

Name of signatory

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William Baldwin

Role of signatory

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Chairperson

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**Other useful Pre-school Learning Alliance publications**

- Employee Handbook (2009)
- Recruiting and Managing Employees (2010)