

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.

Procedures

Recruitment and vetting checks

Obtaining references

As part of our commitment to safer recruitment Rudgwick Pre-school will always obtain references from applicants for roles in our setting. Robust recruitment checks are essential to ensuring that unsuitable persons cannot have contact with children through employment with us.

Obtaining references is an essential element of our recruitment process. We will always obtain a reference prior to employment commencing in line with the requirements of the EYFS as follows:

- Our application process requires candidates, to supply us with the contact details of a suitable referee from:
 - Their current employer, training provider or early years education and care setting
 - A senior person within the organisation who is authorised to provide a reference.
- If the applicant is not currently employed, or is not currently working with children we will:
 - Obtain verification of the applicants most recent relevant employment if they are not currently employed
 - Obtain a reference from the applicants most recent relevant employer from the last time they worked with children
- If the applicant has never worked with children we will obtain a reference from their current employer, training provider or education setting.
- We do not accept references from the following
 - Family members
 - A generic reference i.e. 'to whom it may concern'.

Once a reference is received

- A reference received electronically will be checked to ensure that it originates from a legitimate source.
- We will compare the information on the original application form against relevant information given in the reference, for example, checking that dates align, and roles and responsibilities listed are consistent. Where this is not the case, we will take up any discrepancies with the applicant.
- If information is incomplete or we feel it is insufficient for us to make an informed decision about the applicant's suitability, we will contact the referee for clarification.
- Before an offer of employment is made, we will ensure any concerns are resolved satisfactorily.
- In line with best practice, we will seek to gain explanations for any gaps in employment.

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	<hr/> 20 th November 2025
Date to be reviewed	<hr/> 20 th November 2027
Signed on behalf of the management committee	<hr/> <i>Laura Thornber</i>
Name of signatory	<hr/> Laura Thornber
Role of signatory	<hr/> Chairperson
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Other useful Pre-school Learning Alliance publications

- Employee Handbook (2009)
- Recruiting and Managing Employees (2010)
- The *Early Years Foundation Stage (EYFS)* (2025)
- *Keeping Children Safe in Education* (2025)