



Safer Recruitment Policy

At Little Learners Childcare, we are committed to safeguarding and promoting the welfare of all children and young adults within our care. As part of this commitment, we ensure that our recruitment procedures are robust, consistent, and in line with relevant statutory guidance, including the Early Years Foundation Stage framework (EYFS), Keeping Children Safe in Education (KCSIE) and the Equality Act 2010.

Our aim is to:

- Deter, reject, or identify people who might pose a risk to children
- To ensure that all staff, volunteers and others working with children are appropriately vetted and deemed as a suitable person(s)
- To follow a fair and consistent recruitment process

As a setting we advertise any available job vacancies through recruitment websites such as Indeed and also on our individual nursery Facebook pages. The job advert will clearly state our commitment to safeguarding children and young adults. Job descriptions and person specifications will outline the responsibilities for safeguarding and the need for an enhanced DBS check.

As part of our recruitment process all person(s) applying for a position within our setting should:

- Submit a CV with full employment history and explanations for any employment gaps
- Complete an application form in full
- We request the details of two references, including one from the most recent employer if successful in obtaining a position with us. We would also require a reference from the most recent position within childcare if this was not the more recent position that the candidate worked in.
- Applicants are required to disclose any convictions, cautions or pending investigations

If at this point the candidate has been shortlisted, the application will be assessed against the person specification and any discrepancies or gaps in their employment history are flagged, these will be discussed throughout the interview process.

The interview process will consist of at least one interviewer having undergone Safer Recruitment Training. The interview will include questions relating to the position applied for and will demonstrate safeguarding - related questions to assess the candidate's understanding and attitude towards Child Protection.

Pre - Employment checks:

Before the candidate is offered employment within Little Learners we will:

- Check proof of identification and the right to work in the UK
- Check any relevant right to work VISA'S and the terms and conditions around working within the UK.
- Check to ensure that any qualifications are full and relevant using the Department for Education qualification checker, such as Level 3 in Childcare and Education alongside any paediatric first aid certificate.
- Ask the candidate to complete a Health Declaration and staff suitability to ensure fitness for the position within the company
- As part of our safer recruitment process, we may carry out online searches of publicly available information on shortlisted candidates.

All employment offers are subject to an Enhanced Disclosure Barring Service check and/or any relevant overseas checks that need to take place. The Enhanced DBS is payable by the company on offering of the position. We also require two references and at least one of them are from the most recent employer. The most recent employer and/or last childcare setting reference must be obtained as part of the pre-employment checks.

All of our employees undergo a structured induction process within the company that includes:

- Safeguarding and child protection procedures,
- The code of conduct
- Whistleblowing policy,
- Supervision and performance expectations
- Health and safety protocols.

Our induction period lasts between 6 - 8 weeks, with relevant training courses provided alongside an introduction to all policies and risk assessments, alongside workshops around our nursery ethos and pedagogy. Our induction is broken down into first day, first week and first month with all aspects signed off as they are completed. We also complete 1st, 2nd and 3rd month reviews followed by a probationary period review.

All staff are not left unsupervised with the children until the staff vetting checklist has been completed which then has to be authorised by a manager to ensure that full checks have been completed. All new staff wear a colourful apron to show that they are an 'uncleared' member of staff. Once cleared the staff member will be issued a black apron to show that they are 'cleared'..

Volunteers and students are also subject to vetting procedures, that are different to employees but undergo similar red checks and can be found on the student/employee vetting checklist and they are never left unsupervised with children even once the full checks have been completed.

We maintain a Single Central Record of all staff and relevant vetting checks as required by OFSTED.

Our Safer Recruitment Policy cross references to many other of our policies such as [Child Protection](#), SEN/Disabilities, Guidelines for Child Protection, safer recruitment Health and Safety, Behaviour Management, Equality and Inclusion, Complaints Procedure, Non-Collected Child, E-Safety and Whistle-Blowing Policy.

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Signed by: H.White