

# Safer Recruitment Policy

## 1. Policy Statement

Peques Nursery is committed to safeguarding and promoting the welfare of children. Safer recruitment is a critical part of this commitment, ensuring that all staff are suitable to work with children and share our safeguarding values.

## 2. Statutory Framework & Supporting Guidance

This policy operates in line with:

- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children (March 2026)
- Keeping Children Safe in Education (KCSIE) (September 2025)
- Prevent Duty (December 23)
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

## 3. Scope

This policy applies to:

- employees
- apprentices and students
- volunteers
- agency and supply staff

## 4. Key Principles

We will:

- place safeguarding at the centre of recruitment decisions
- operate a fair, transparent and consistent process
- deter and prevent unsuitable individuals from working with children

## 5. Advertising

All adverts will:

- clearly state our commitment to safeguarding
- confirm that roles are subject to Enhanced DBS checks
- include links to:
  - Safeguarding Children Policy and Procedure
  - Safer Recruitment Policy
  - DBS Policy
- include the job description and person specification

## 6. Applications

- CVs are not accepted for shortlisting.
- Any CV received will be followed by a requirement to complete the Peques Application Form.

Application forms must:

- include full employment history since leaving education
- be in chronological order by month and year
- clearly explain all gaps in employment

Incomplete applications will not be considered.

## **7. Shortlisting**

- Shortlisting is conducted by a minimum of two trained staff.
- Shortlisting focuses on suitability, experience and safeguarding alignment.
- Any gaps, inconsistencies and/or safeguarding concerns are clarified prior to interview.
- Online and social media checks are carried out to identify inappropriate conduct or behaviours that may indicate a risk to children.
- Identity and right to work checks are carried out for shortlisted candidates. This is done fairly and in line with data protection and equality legislation.

## **8. Interviews**

- Interviews are conducted by a minimum of two safer recruitment trained staff.
- Identity documents are verified at interview.
- Questions include:
  - safeguarding-focused questions
  - behavioural and scenario-based questions

## **9. Practical Trial**

Successful candidates complete a minimum two-hour trial, extended if required.

This assesses:

- interaction with children
- professional conduct
- safeguarding awareness

## **10. Pre-Employment Checks**

All offers remain conditional and the prospective employee will not start until all the following checks have been completed:

- Enhanced DBS with Children's Barred List
- identity verification
- right to work check
- qualification checks
- self-disclosure declaration
- references, fully checked

## **11. References**

- We require a minimum of two references, although an additional rule applies if the most recent two roles are not relevant to childcare; additional references related to relevant roles will be requested.
- Reference contacts must be consistent with the employment history on the application form.
- References from professional establishments must have professional email addresses.

## 12. Selection

Following the interview and, where applicable, practical trial, the selection decision is made by at least two members of staff involved in the recruitment process.

The decision is based on:

- suitability to work with children
- demonstrated safeguarding awareness
- skills, qualifications and experience
- professional conduct and behaviour observed during the process

A conditional offer of employment will be made to the successful candidate, subject to the completion of all pre-employment checks.

Upon acceptance of the offer, the candidate will be issued with the following documentation:

- Employment Contract, to be signed no later than the start date
- Job Description
- Safeguarding Children Policy and Procedure
- Health and Safety Induction
- GDPR Policy
- Privacy Notice
- Self-Declaration and Disclosure Form
- Medical Consent Form
- Registration Form

## 13. Induction Process

An induction meeting takes place no later than the first day of employment.

During the induction period, staff are required to complete mandatory training in:

- safeguarding
- GDPR
- health and safety
- physical intervention
- appropriate touch
- food safety
- infection control

## 14. Probation Period

All new staff are subject to a three-month probation period.

Structured meetings take place as follows:

- Week 2 – Check-in meeting
- Month 1 – Check-in meeting
- Month 2 – Check in meeting

At the end of the three-month period, a formal probation meeting assesses:

- suitability for the permanent role

- safeguarding practice and understanding
- performance and conduct

Possible outcomes:

- pass probation
- extension of probation period
- termination of employment

Once probation has been successfully passed, the Supervision Policy applies.

### 15. Ongoing Monitoring

- annual appraisals
- supervision meetings
- staff must disclose any concerns or changes as and when they occur
- staff must complete an annual Self-Declaration and Disclosure Form

### 16. Record Keeping

We maintain clear, accurate and confidential recruitment records, stored securely and accessed only by authorised staff, in line with data protection requirements. Records are retained appropriately and safely disposed of, ensuring safer recruitment practices can be evidenced.

**This policy should be read in conjunction with:**

- Equality & Diversity Policy
- Company Code of Conduct Policy
- Safeguarding Children Policy & Procedure
- Whistleblowing Policy
- Disclosure and Barring Policy
- Workplace Wellbeing Policy

**Version:** 1.0

**Effective date:** 02/03/2026

**Last reviewed:** 02/03/2026

**Review cycle:** Annually, or earlier where required due to legislative, regulatory, operational, or statutory changes.

**Approval route:** Head Office