



Safer Recruiter Policy – 2025/26

St Richard's Nursery is committed to safeguarding and promoting the welfare of children and young people. We will ensure that at least one person on any appointment/recruitment panel has undertaken appropriate safer recruitment training.

STAGES OF THE RECRUITMENT PROCESS

1. Decision to Recruit

All interview panels will understand their role and will include staff who have been trained in safer recruitment.

The job description will include a reference to the responsibility for safeguarding and promoting the welfare of children, and the person specification will include the suitability to work with children.

2. Advertising the Post

The advertisement will include the skills, abilities, experience, attitude, and behaviours required for the post in addition to the safeguarding requirements, i.e. to what extent will the role involve contact with children and whether they will be engaging in regulated activity relevant to children.

Additionally, it will include a reference to safeguarding and promoting the welfare of children and young people. It will clearly state that safeguarding checks will be undertaken, including the requirement for an enhanced DBS check. This will also be reflected in the information pack sent to all applicants. The advert will also include the safeguarding responsibilities of the post as per the job description and personal specification; and whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

3. Application Process

Application forms will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, date of birth, current address, NI number and evidence of eligibility to work in the UK
- Full details of qualifications relevant to the position applied for including awarding body and date of award
- Practitioners will need to provide a DBS number.

- Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- Declaration of any family or close relationship to existing or potential employees or employers.
- Details of referees - one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted.
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.

There will be a statement explaining if the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential. There will also be an explanation of the DBS checking requirements and we will share the link to our child protection policy.

No copies of curriculum vitae will be accepted in place of an application form.

4. Shortlisting

At least two people will complete the shortlisting process, and as much as possible the same people will be part of the interview. As part of this process, applications will be carefully scrutinised in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid-career moves from permanent to supply or temporary work.

5. Taking up references for shortlisted candidates

References will be sought for all shortlisted candidates, prior to interview, using the proforma reference request forms. References mustn't be open references (e.g. to whom it may concern) and will need to include their current, or most recent employer. If the last employment was a nursery/preschool, the reference must be signed or countersigned by the manager/supervisor. References must include the relevant employer from the last time the applicant worked with children (if not currently working with children). If electronic, the references will always be checked to ensure they are from a legitimate source and we will always verify any information with the person who provided the reference.

The references should ensure that we can be satisfied that the applicant is suitable to work with children. When there are any queries or insufficient information, the referees will be contacted to clarify content. Any discrepancies between the application and reference, will be taken up with the candidate.

When an applicant is from overseas, additional checks may be appropriate. A letter could be sought from the professional regulating authority.

6. The Interview

These will be on a face-to-face basis wherever possible, and the same panel will see all the candidates for a post and carry out some straightforward pre-employment checks such as verification of the applicant's identity, right to work in this country (a national insurance number does not automatically indicate this right) and relevant academic and vocational qualifications from original documentation.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. This includes finding out what attracted the candidate to the post being applied for and their motivation for working with children as well as exploring their skills and asking for examples of experience of working with children which are relevant to the role.

In addition, the interview will enable the panel to explore any anomalies or gaps which have been identified so far in order for us to be sure the applicant can meet the safeguarding criteria identified above and confirm they are suitable for working with children. This includes probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this. It also includes exploring any potential areas of concern, to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include; the implication that adults and children are equal and a lack of recognition and/or understanding of the vulnerability of children.

Consideration including discussion with the candidate will also need to be given to any information regarding previous records of cautions or convictions including information provided in a sealed envelope. Discussion will also take place regarding any significant periods of sickness absence.

7. Pre-Employment

All offers of appointment will be conditional until all the mandatory pre-employment checks are completed satisfactorily to confirm the candidate's suitability to work with children. We will ensure that an applicant is not subject to a prohibition order issued by the Secretary of State (section 128).

As part of these checks, the candidate's identity will be verified with a birth certificate, and the candidate's mental and physical fitness to carry out their work responsibilities will also be checked. An enhanced DBS check, with barred list check, will be obtained if necessary. Furthermore, the candidate's professional qualifications will be verified, as well as their right to work in the UK, for example a Certificate of Good Conduct.

8. Induction

All members of staff will be given an induction programme which will clearly identify the nursery policies and procedures, including child protection, and make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The programme will ensure that all new staff are aware of the safeguarding and child protection policies and procedures and how to access them:

In addition, all staff will be made aware of the channels for raising any concerns.

9. Ongoing Employment

St. Richard's nursery recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff.