



Safer Recruitment Policy

Scope of policy:

This policy describes the effective system in place at Kids2Day Pre-School to recruit staff, volunteers, students and parent/carer helpers. This policy supports us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children. It is crucial that our recruitment culture helps to identify and eliminate people who might pose a safeguarding or welfare threat. This policy also covers the recruitment of ex-offenders, and is made available to all enhanced disclosure applicants at the outset of the recruitment process.

Introduction:

Kids2Day Pre-School is committed to fair and inclusive recruitment and employment practices. We welcome applications from people from all backgrounds and promote equality of opportunity throughout our recruitment process. We will not discriminate on the grounds of any protected characteristic under the Equality Act 2010, or because of an individual's caring responsibilities or previous convictions. Candidates will be selected for interview based on their skills, qualifications, experience and suitability for the role.

Our effective recruitment procedure for paid employees:

- An enhanced disclosure is always carried out for any positions at Kids2Day Pre-School. All application forms, job adverts and recruitment briefs will contain a statement that an enhanced disclosure will be requested in the event of the individual being offered the position.
- Candidates will receive a job description and person specification for the role applied for.
- Candidates applying for a position must complete our application form (we do not accept CVs).
- Full employment history is asked for on our application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps.
- At least two written references are required on the application form, the candidate's last employer will always be asked for a reference. We aim to cover around 5 years of employment within our referencing.
- Original copies of candidates' qualification certificates will be seen by the Manager and copies will be made. If physical copies are not provided appropriate action will be taken to verify qualifications.
- Short-listed candidates are required to attend a supervised stay and play followed by an interview with 2 members of the leadership team. Prior to the interview we will verify references. During the first interview, a right to work in the UK check is completed with the candidate to make sure they can legally work in the UK. This process also requires one form of ID to be seen and checked.

Once an offer of employment has been made:

- All employees will be subject to the appropriate level of DBS check before working unsupervised with children. The outcome of the DBS check will be considered alongside references, employment history, qualifications, interview information and other suitability checks as part of our overall safer recruitment process.
- Kids2Day Pre-School will pay for the DBS check to be carried out as well as their update service subscription for the duration of their employment with us.
- A health declaration form is completed which must satisfy us that the candidate is suitable to care for children.
- A photocopy of one item of photographic ID is taken for their personal file to support the candidate's right to work in the UK.
- Both referees will be contacted, and references sought. (please see reference section for details)

- A probationary period of a minimum of 6 months is set.
- A disclosure of criminal record and disqualification declaration for early years settings is completed annually, if the person is employed for more than a year.
- Employees will also be required to enrol on the DBS update service, which they will have to pay for if they were to leave Kids2Day Pre-School.

Specific procedures relating to ex-offenders:

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Manager and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Kids2Day Pre-School to ask questions about your entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974. We ensure that all those at Kids2Day Pre-School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act.

At interview or in a separate discussion we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We make certain that every subject of a DBS is aware of the existence of the DBS Code of Practice and make a copy available, upon request. We undertake to discuss any matter revealed in an enhanced disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Our effective recruitment procedure for volunteers:

(We class these as adults 18 and over)

- All candidates are required to attend an interview; however, completing an application form is not necessary.
- If candidates are successful at their first interview they may be invited back to spend supervised time with the children.
- Prior to interviews two references will be sought.
- Original copies of any candidate's qualification certificates will be seen, and copies will be made, however this may not apply to all volunteers, especially those new to early years.
- An Enhanced Disclosure Barring Service (DBS) check is completed (we do not accept portable DBS checks), which the volunteer may be asked to pay for. During this check we will ask for identity documentation (originals). We will also require volunteers who will come on a regular basis to be enrolled on the DBS update service, which they may also be asked to pay for.
- A disclosure of criminal record and disqualification declaration for early years settings is completed annually, if the person volunteers for more than a year.
- A photocopy of 1 item of photographic ID is taken.

Our effective recruitment procedure for students:

(We class these as up to the age of 18 years and are usually still at school or college wishing to complete Duke of Edinburgh volunteering or similar work experience)

All students are required to attend an interview.

A reference from the school or college will be sought.

- All students 16 years and above require an Enhanced Disclosure Barring Service (DBS) check (we do not accept portable DBS checks), which the student may be asked to pay for. During this check we will ask for identity documentation (originals).

- All students under 16 years old will require two references; one from their school or college and one personal reference.

Our effective recruitment procedure for regular parent/carers helpers:

- All parent helpers who sign up to complete their co-op hours by regularly coming into the setting (by which we mean at least once a week) and having contact with the children will be required to complete an Enhanced Disclosure Barring Service (DBS) check. During this check we will ask for identity documentation (original copies). The cost of this check will be met by the setting. Parents/carers who complete their co-op hours by less frequent visits to the setting (for example helping out at the gym twice a term) will not be required to complete an Enhanced Disclosure Barring Service (DBS) check.
- A disclosure of criminal record and disqualification declaration form for early years' nurseries is completed annually if the parent continues to help at the nursery for over a year.

References

Kids2day Preschool will obtain a reference for any member of staff (including students and volunteers) before they are recruited.

Kids2day Preschool should:

- Not accept open references e.g. to whom it may concern.
- Not rely on applicants to obtain their reference.
- Ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
- Not accept references from a family member.
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient information is provided.
- Compare the information on the application form with that in the reference and take up any discrepancies with the applicant.
- Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

Should kids2day Preschool disqualify a candidate from registration due to information obtained, the provider will follow the appropriate guidance under the Childcare Act 2006 and would contact OFSTED.

Kids 2Day Pre-School will ensure:

- A member of the management team has completed safer recruitment training provided by NSPCC and will update their training every 3 years on NOODLE NOW.
- During probation periods, paid employees are given additional support to enable them to follow Kids2Day Pre-School's policies and procedures as set out in the staff induction document and Policy folder.
- Enhanced DBS check has come back with a suitable result. Kids2Day Pre-School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. Disclosure information is only used for the specific purpose for which it was requested. For example: suitability for working, either paid or voluntarily within the setting, and for which the applicant's full consent has been given. Kids2Day Pre-School undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. Students, volunteers and parents/carers helpers are never left alone with the children



- No candidate is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability, age, and offending background.
- The director of the company will undertake Enhanced Disclosure Barring Service (DBS) checks.

Related policies include: - Equal Opportunities

This policy was adopted by: Kids2Day Pre-school	Date: 07.08.2026
To be reviewed: August 2027	Signed:

Written in accordance with the statutory framework for the Early Years Foundation Stage sept 2026: safeguarding and welfare requirements : suitable people [3.13 - 3.19], references [3.20 - 3.21] disqualification [3.22 -3.27].