



# Safer Recruitment Policy

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Lymestone Preschool is committed to providing a safe environment for the children in our care by encouraging an open and supportive culture that promotes the safety and wellbeing of everyone in the organisation where young children can feel secure and thrive.

Lymestone Preschool follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.

We actively work towards providing a safer environment for children by:

- Ensuring that all children are protected from harm, and their welfare is our top priority
- Everyone in the Preschool is clear about roles, responsibilities and boundaries
- Offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection
- All management who are involved in the recruitment and selection process understand key legislation and guidance on employment and will have completed safer recruitment training.
- All staff complete and refresh training on safeguarding at a minimum of level 2, and are kept well informed of any changes made

## Recruitment procedures

### Advertise

All posts will be publicly advertised through the Preschool Facebook page, Devon County Council early years job adverts, and Indeed. The advert will contain

- A description about the job roles and responsibilities.
- A person specification.
- The qualifications required for the position.
- The Preschools safeguarding statement and informing potential candidates that a DBS check will be required for this job
- The contract type, hours per week, Term time only or all year around (50 weeks) and wage
- An expected close date for job advert
- Contact information for more information on the advertised job

The Preschool welcomes applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

## Candidate Recruitment Pack

Recruitment packs will be emailed or posted to potential employees and will include:

- An introductory letter from the Management Team
- A brief overview of our Preschool
- A job description outlining the key roles and responsibilities of the job and a person specification
- A brief overview of terms of employment
- Our safeguarding statement
- Links to relevant policies and procedures (can also be requested in paper copy)
- A self-disclosure form
- An application form and CV request to show full employment history
- Additional information

## Initial Short-listing

A minimum of two people will be involved in the short-listing process. They will endeavour to identify any gaps in the application forms and will only short-list applicants if they have completed to standard the application form and if they fulfil the job description and person specification. Applications who have submitted as a CV only will not be accepted. We will shortlist regardless of gender, racial origin, ethnic background, disability, religion, or any other factor not relevant to the ability and sustainability of the individual to carry out the tasks required, or legal constraints imposed by the Children's Act 1989.

## Invitation to Interview and interview process

After the job advert closing date has passed all applications successful in the initial shortlisting process will be contacted in writing, asking them to attend an interview on a specific time and day within a 2-week period. They will be asked to bring with them documentary proof of their identity such as a passport or driving license, their original certificates of qualification and any training they feel is relevant to the position. Interviews will be carried out by the Preschool Manager and Business Manager.

1st part of the Interview- The first part of the interview will include a brief tour of the setting and a formal interview. At the interview a full explanation is given of what the job involves. This will apply even if there is only one candidate. To ensure that the interview process is fair the same questions will be asked to each of the candidates regardless of them being an internal or external candidate and their answers recorded. Further questions may be asked to clarify answers to a question if needed. Notes of the interviews will be kept for three months.

2nd part of the interview- an informal discussion where the applicant can feedback about their time in the room and ask any questions they may have about the role.

## Job offer / candidate rejection

Successful candidate/s will be contacted with a job offer in principle while all pre-employment checks are carried out. Unsuccessful candidates will be informed via email and are given the opportunity to receive any feedback as to why they have not been successful.

## **Pre-employment checks**

The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked and copies taken for their personnel files.

A health check questionnaire will be given to the employee, and its results will be considered in making an overall decision about suitability. The Preschool reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role.

## **Self-Disclosure Form**

Potential employees are expected to disclose any convictions, cautions, court orders, reprimands and warnings, or if they are subject to a police investigation or have criminal proceedings pending against them – whether received before, or at any time during their employment with us. The self-disclosure forms will not be considered as part of the short-listing process and will not be opened unless the applicant has been shortlisted for an interview.

A disclosure will not disqualify a candidate from consideration for a post. However, if a candidate has a conviction for an offence relating to children this would make them unsuitable to undertake a "regulated position", under the Criminal Justice Services Act 2000. It would be an offence for a person with said conviction to knowingly apply for, accept or work in a "regulated position". If this did occur a referral would be made to the Police.

Considering the information contained in the self-disclosure form, further questions may be asked in the interview to clarify any information needed.

## **References**

A minimum of two references covering the last 5 years are required on the application form. We ask that your last employer must be one of the referees; these will be checked after interview but before appointment. A reference pro-forma form will be sent out along with a copy of the job description and the person specification.

## **DBS checks and Barring list**

A DBS check will be performed as the last pre-employment check. DBS checks are carried out through the Devon County Council's safer recruitment service. The candidate will be asked to provide the Preschool with original documents (e.g. birth certificates and passports) in which we can then apply for an enhanced DBS check. The Preschool will pay for the employees DBS check, staff will be encouraged to subscribe to the DBS Update Service at their own cost, or pay for any later DBS checks while in employment. If the successful employee is already subscribed to the DBS update service, we will carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post. An additional criminal's records check (or checks if more than one country) will also be made for anyone who has lived or worked abroad.

## **Starting work**

Once Lympstone's Pre-employment have been completed and have management are satisfied with the outcome, the successful candidate will be formally invited into Preschool to start an induction process.

All new members of staff will undergo a minimum 6-month probation period, during which time they will read and discuss the Preschool policies and procedures, complete safeguard training level 2 and Prevent training as well as a comprehensive list of CPD training.

New staff will have regular meetings with the manager to discuss their progress, offer ongoing support and checks. After a 6-month period has passed, a probation meeting will be held with management and the new staff member. If management are happy with the candidate's performance during the 6 months period, they will be issued with a confirmation letter of completing the probation period. Under certain circumstances management may extend probation periods. During the meeting the reasons will be discussed, and a letter will be issued with the reason and the length of time of the extension.

## **Ongoing checks**

All staff are responsible for notifying senior management in person if there are any changes to their circumstances that may affect their suitability to work with children. This includes any incidents occurring outside the Preschool. Management will record any information disclosed to them and appropriate procedures will be followed in line with safeguarding. (staff suitability status will also be checked through our end of year Appraisal). Staff will face disciplinary action should they fail to notify the management immediately of such changes.

All members of staff are expected to inform management of any updates to health. A Health declaration form will also be completed on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervision meetings. Management may require this more regularly where health circumstances change.

Every member of staff will have 2 supervisory meetings and an end of year appraisal with where possible both the manager and business manager. This will provide an opportunity for the management and member of staff to discuss training needs for the following term as well as evaluate and discuss their performance.

This policy has been agreed by Lymptstone Preschool Committee

Date 31/07/2025