



Safer Recruitment Policy

Introduction

The Life Nursery is committed to safeguarding and promoting the welfare of all our children at all times and is of paramount importance. In addition, The Life Nursery is committed to providing a welcoming and supportive working environment for all its employees. The Life Nursery aims to recruit and retain staff who will share this shared aim.

Directors and the Manager follow guidance within the 'Keeping Children Safe in Education (2025) Part 3 – Safer Recruitment and Early Years Foundation Stage (2025)'.

The aims of The Life Nursery's 'Recruitment Policy' are:-

- To ensure suitable staff are recruited based on their qualifications, experience, abilities for the position
- To ensure that all applicants are treated fairly and respected and not unfairly under any circumstances including race, colour, nationality, ethnicity or national origin, religion or religious beliefs, sex or sexual orientation, marital or civil partner status, disability or age
- To adhere to all relevant and current guidance and legislation
- To ensure all pre-employment checks are carried out to safeguard and promote the welfare of our children and staff

Recruitment and Selection Procedure

All applicants for employment will be required to complete an application form. A Curriculum Vitae will be accepted alongside a completed application form. If the application form is completed online and emailed back to the Manager, a 'wet signature' will be required should an interview take place.

All applicants will receive a job description and personal specification for the role in which they have applied for. All the essential criteria on the personal specification form must be fully met in order to be shortlisted.

After shortlisting, the applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed. Also giving them an opportunity to discuss the self-disclosure (on the application form) if needed.

Online searches will be carried out on short-listed candidates prior to interview to ensure safer recruitment processes. This is in the form of a google search eg Louise Gray, Nursery Manager/magistrates/convictions. This does not include social media searches. This is recorded on the induction checklist.

Prior to the interview taking place, the receipt of two satisfactory references (one of which must be from the applicant's most recent or current employer and NOT a member of staff) must be obtained. References will not be accepted with 'To whom it may concern', references should not be accepted from friends or relatives, references must provide a reputable landline number and email address. All Referees will be asked if they believe the applicant is suitable for the job role for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. In addition, the nursery will request only factual information and only any substantiated safeguarding concerns / allegations which meet the threshold will be investigated.

All referees will be sent a copy of the job description and personal specification for the role. Any discrepancies or concerns in relation to the reference will be taken up with the applicant and the referee prior to interview/during interview. Should a reference not be received in good time prior to the interview, The Life Nursery will get in touch with the applicant to follow up.

Interview Panel

Interviews will take place with the Manager and Deputy (as a minimum) and a Director of The Life Nursery. The Manager must be 'Safer Recruitment' trained. During interview the following will be discussed:-

- Gaps in employment
- Qualifications and checking of qualifications
- Self-disclosure
- Issues/Concerns

Verification of identity and address at Interview

All applicants who are invited to an interview at The Life Nursery will be required to bring the following:-

- Passport
- Birth Certificate
- Driving Licence or Provisional driving licence
- A letter from bank, building society or utility bill which shows applicant's address

The Life Nursery asks for the date of birth of all applicants (and proof of this). This is necessary to enable the nursery to verify the identity of and check for any unexplained discrepancies in the employment and education history of all applicants. The Life Nursery does not discriminate applicants on the grounds of age.

Verification of Qualifications at Interview

The applicant will be asked to bring evidence of their qualifications (original certificates). If the certificates are not available, the Manager will contact the awarding body for verification.

If The Life Nursery make an offer of employment to the applicant following the formal interview, any such offer will be conditional following pre-employment checks:-

- Receipt of references prior to the candidate starting employment (confirming applicant's suitability to the post, detailing facts and only substantiated safeguarding concerns/allegations which meet threshold only are to be investigated further)
- Receipt of Enhanced DBS disclosure
- Discussion with regards to mental and physical fitness (It is The Life Nursery's responsibility to be satisfied that employees of the nursery have the appropriate level of physical and mental fitness before employment is confirmed). The Life Nursery is aware of the Disability Discrimination Act 1995. No offer of employment will be withdrawn without first consulting the applicant, considering medical evidence and reasonable adjustments and suitable alternative employment if possible.
- Completion of the self-declaration form (Rehabilitation Act of Offenders Act 1974 in England)
- Completion of Right to Work checklist
- Completion of Starter Checklist
- Suitability Declaration form completed
- Self-disclosure form completed

References – EYFS 2025

3.20 Providers must obtain a reference for any member of staff (including students and volunteers) before they are recruited. Providers 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.*

3.21 References should be provided for previous employees upon request in a timely manner. When asked to provide references, providers should ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold²³. They should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.

Enhanced DBS Checks – Under the Rehabilitation of Offenders Act 1974

The Life Nursery will request an enhanced disclosure check. This will disclose details of all convictions on record and also whether the applicant is barred from working with children. Information will be recorded on spreadsheet of the check including (name, certificate number, issuing organisation, certificate date, check completed, if applicant on the online update service, ID seen, children's barred list, check completed by).

Induction Process (see Induction Procedure for New Starters policy)

An induction for new applicants will be carried out:-

- Copy of all The Life Nursery's Policies and Procedures
- Tour of nursery premises (fire safety etc)
- Introduction to staff
- Risk Assessments
- Appropriate training
- Go through induction checklist
- Sign contract
- Supervision monthly up to six months (end of probation period of six months)

Retention of Records

The nursery will retain information of the applicant in their own personnel file. This will remain confidential and stored securely in a locked cabinet. Information will be retained for six years. If the applicant is unsuccessful, all documentation will be destroyed securely.

This policy was devised by Louise Gray, Nursery Manager and Director – September 2025

This policy is read and understood by:-

Legislation

Rehabilitation of Offenders Act 1974

Equality Act 2010

Keeping Children Safe in Education – Part 3 (2025)

Safeguarding Support Limited

Right to Work Checks: Employers Guide (2025)

Under the Rehabilitation of Offenders Act 1974

Early Years Foundation Stage (2025)