



# MELISSA'S CHILDCARE

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## SAFER RECRUITMENT POLICY

This policy sets our commitment to recruiting and selecting staff and volunteers safely and transparently, ensuring that all adults working with children are suitable, properly vetted, and supported. It applies to all employees, agency workers, contractors, students on placement, apprentices, and volunteers. It supports the safeguarding and welfare requirements of the Early Years Foundation Stage statutory frameworks and reflects the UK government safer recruitment expectations.

We are committed to:

- Preventing unsuitable people from entering the workforce.
- Identifying concerns early.
- Ensuring recruitment processes are consistent, fair, and transparent.
- Creating a culture that promotes safeguarding and child protection.

## RECRUITMENT PROCEDURES

### Job Advertising and Role Descriptions

- All job adverts will make clear that safeguarding is a priority.
- Advertisements will include the need for enhanced DBS checks, reference checks, identity and qualification verification, and compliance with childcare disqualification regulations.

### Application and Shortlisting

- Candidates must complete a **standard application form**.
- Shortlisting will be based on objective criteria in the person specification.
- Gaps in employment must be explained and explored.

### Interviews

Interviews will assess applicants' suitability for working with children, including their attitude to safeguarding, behaviour management, and understanding of the EYFS.

### References

Two **written and independently obtained references** must be obtained **before appointment** is confirmed. These must not be generic references (e.g., "To whom it may concern"), and must come from someone in a senior position who can speak to safeguarding suitability.

## PRE-APPOINTMENT CHECKS

**Enhanced DBS Check and Barred List** - An **enhanced DBS check with children's barred list check** is required for all staff and volunteers engaged in regulated activity with children.

**Right to Work and Identification Verification** - Proof of identity and right to work in the UK will be verified with original documents (e.g., passport, driving licence).



**Qualifications and Training** - Verification of relevant qualifications as required by EYFS staff-to-child ratio and qualification criteria must be evidenced.

**Disqualification Checks** - All staff and regular volunteers must complete a **self-declaration about disqualification under the Childcare Act and accompanying EYFS regulations**. Any concerns will be carefully considered before appointment.

### DBS Update Service

Where applicable, staff are asked to join the **DBS Update Service** to enable us to check their certificate online throughout employment.

### Record Keeping

- We will securely record **all recruitment checks**, including:
  - Application forms
  - Interview notes
  - References
  - DBS certificate details and date
  - Identity and qualification checks
  - Disqualification declarations

Records will be retained in line with data protection and Ofsted inspection requirements.

### Offer Conditions

All offers of employment are **conditional** upon satisfactory completion of:

- Relevant pre-employment checks.
- Receipt and verification of references.
- Enhanced DBS clearance and any further checks required by EYFS and Ofsted.

### Induction and Ongoing Support

All new staff will undergo an **induction** that includes safeguarding training aligned with EYFS and organisational policies.

Regular training and supervision will support ongoing suitability and professional development.

