



Safer Recruitment & Suitability Policy

Statement of Intent

Our Preschool is committed to protecting children from harm and ensuring that everyone working within the setting are safe, trustworthy and suitable for their role.

We follow procedures and processes during the recruitment process to ensure all staff are suitable to work alongside children and are committed to safeguarding and promoting the welfare of children.

At Impstone & Cherry Trees Preschool, we have a duty of care to ensure all staff members have the correct training, knowledge and skill to promote the welfare of children.

Legal Framework

This policy is based on guidance from:

- Department for Education
- Ofsted
- Keeping Children Safe in Education (2025)
- Working Together to Safeguard Children (2026)
- Statutory Framework for the Early Years Foundation Stage

Safer Recruitment

- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children alone
- Applicants for posts within the setting, are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice
- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection
- We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of marital status, age, gender, disability, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable
- Candidates and volunteers are informed of the need to carry out enhanced DBS checks before employment begins as well as verification of identity, two satisfactory references, confirmation of qualifications where required, verification of employment history, right to work in the UK checks (and any related documents) and disqualification by association checks where applicable



- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
 - All qualifications & suitability checks about staff are recorded in personal files, in a lockable cabinet or on our online system
 - We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
 - Volunteers do not work unsupervised at any time unless they have the adequate checks in place as like any staff member
 - We abide by the Protection of Children Act (1978) & Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
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Ongoing Suitability

Suitability is monitored continuously. Staff will take part in regular supervisions and annual appraisals to monitor their suitability and set goals for the coming term/year, confirming (if not already advised) any changes to their personal circumstances.

- Staff **MUST** confirm immediately if:
 - They are charged with or convicted of a criminal offence
 - They become disqualified from working with children
 - There are significant changes in personal circumstances that may affect their suitability
- We keep all records relating to the employment of staff and volunteers, particularly those demonstrating that checks have been done, including the date and number of the DBS checks
- We renew all DBS updates annually and regular checks are made throughout the year to ensure information is current
- We inform Ofsted of any changes to the person responsible for our Preschool
- Medication or other substances:
 - If a member of staff is taking medication that may affect their ability to care for the children, we ensure they seek further medical advice
 - Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly (this medication **MUST** always be kept out of reach of the children and stored securely in the medicine cabinet)
 - If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will be asked to leave immediately, and further action will be taken



Disqualification

- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of the children
 - In the event of disqualification, that person's employment with us will be terminated
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Supervision of Staff

- Impstone & Cherry Trees Preschool puts appropriate arrangements in place for the supervision of staff who have contact with children and families
 - Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children
 - Supervision should foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues
 - Supervision should provide opportunities for staff to:
 - discuss any issues - particularly concerning children's development or well-being
 - identify solutions to address issues as they arise
 - receive coaching to improve their personal effectiveness
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Disciplinary & Grievance

- Employees, volunteers and students are made aware of the standard of conduct and work expected upon their commencement of employment, within their job description and their contract as well as during an induction session
 - Should the need arise, procedures are set out on disciplinary actions and how to file a grievance
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Training

We ensure all staff involved in the setting are fully trained to be able to recognise the signs and signals of possible physical, emotional or sexual abuse or neglect and that they are aware of our procedures, as well as local authority guidelines for making referrals.

See our Safeguarding policy for more information