



## 2.1 Safer Recruitment

### **POLICY STATEMENT**

At Meadow Nursery School we have a recruitment system in place to recruit staff, volunteers, students and parent/carers helpers, which allows us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children within our care.

At Meadow Nursery School we are committed to providing the best possible care and learning to all children and safeguarding and promoting their welfare whilst at Meadow. We strive to provide a happy and supportive working environment to all members of staff. To achieve this aim it is important to attract, recruit and retain staff who will share this commitment, ensuring that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

### **Meadow Nursery School Aims:**

- To comply with all relevant recommendations and guidance for safeguarding and promoting the welfare of the children.
- Robust recruitment processes are in place to ensure that only applicants who are suited to work with children are considered, based on their qualifications, experience, abilities and suitability for the position. This includes obtaining a full employment history, Disclosure and Barring Service (DBS) check and employment and character references.
- To ensure that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

## **1. Introduction**

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Secretary: Suzi King



**1.1** This policy has been developed to embed safer recruitment practices at Meadow Nursery School keeping the well-being and safety of our children at the forefront of our policy and in the recruitment of new staff and volunteers.

**1.2** The policy reinforces the expected commitment to safeguarding and promoting the welfare of children in line with Meadow Nursery School's ethos and policies and procedures. Successful candidates will be made aware of these documents.

**1.3** As an employer we have a duty of care to refer any allegation of abuse against staff to the Designated Officer for the local authority (LADO) within one working day or the allegation being made.

**1.4** A referral will also be made if a member of staff (including volunteers) has behaved inappropriately, highlighting they may pose a risk of harm, harmed or possibly committed a criminal offence against or related to a child or children in the care of Meadow Nursery School.

**1.5** As an employer we have a duty of care to refer to Disclosure and Barring Service (DBS), any issues of any member of staff, following disciplinary investigation, dismissal or resignation due to misconduct towards child/children and we may refer any concerns we have before completion of this process.

## **2. Roles and Responsibilities**

**2.1** The Management Committee will ensure that Meadow Nursery School has policies and procedures in place for the safe and fair recruitment of staff and volunteers in line with government guidelines.

**2.2** The Management Committee will ensure that appropriate staff and committee members have completed safer recruiting training, repeating this training every 3 years.

[https://learning.nspcc.org.uk/training/safer-recruitment?gclsrc=aw.ds&gad\\_source=1&gad\\_campaignid=20363680721&gbraid=0AAAAAD1QhMq3tDN0GW8npKzXBaZ-BZMCq&gclid=Cj0KCQjwl5jHBhDHARIsAB0YqjyFHuqeEEfpUjFFcgrc1wNW5m3VEU7AHq9W9KRBCkYV3hgCVfYtRVQaAg3dEALw\\_wcB](https://learning.nspcc.org.uk/training/safer-recruitment?gclsrc=aw.ds&gad_source=1&gad_campaignid=20363680721&gbraid=0AAAAAD1QhMq3tDN0GW8npKzXBaZ-BZMCq&gclid=Cj0KCQjwl5jHBhDHARIsAB0YqjyFHuqeEEfpUjFFcgrc1wNW5m3VEU7AHq9W9KRBCkYV3hgCVfYtRVQaAg3dEALw_wcB)

**2.3** The Nursery Manager will ensure that Meadow Nursery School operates a safe and fair recruitment and selection procedures. The procedures will be reviewed and updated regularly to reflect any legislation and government guideline changes.

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2.4 The Nursery Manager will ensure the appropriate checks have been carried out on staff and volunteers; promote the safety and wellbeing of children at each stage of the process and follow Meadow Nursery School's policy and procedure requirements.

### **3. Applications**

3.1 Candidates will receive an application pack this will make clear Meadow Nursery School's commitment to safer recruitment and the welfare of safeguarding children. The application pack will include:

- Job description and person specification
- An application form
- Safer Recruitment Policy
- The Safeguarding Policy

3.1 Application forms must be completed in full and signed and returned to Meadow to process.

3.2 A curriculum vitae (CV) will not be accepted in place of an application form.

3.4 Managerial and nursery practitioner posts are advertised, and all applicants are judged against explicit and fair criteria. Applicants are welcome from all backgrounds and posts are open to all. We may use the exemption clauses in relevant legislation to enable the service to best meet the needs of the community. All job descriptions include a commitment to promoting equality and recognising and respecting diversity as part of their specifications. We monitor our application process to ensure that it is fair and accessible.

### **4. Recruitment Panel**

4.1 A least one member of the selection and recruitment panel will have successfully completed training in safer recruitment within the last 3 years.

4.2 At least one member of senior staff and a member of the management committee must be on the recruitment panel, and at least one member of the panel must have completed the safer recruitment training.

4.3 The panel should aim to highlight any inconsistency in the applicant's application and interview.

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- 4.4 The panel should challenge any decision that is not aligned within this policy.
- 4.5 The panel will ensure that only suitable people are employed to work within Meadow Nursery School to ensure the safety of the children.
- 4.6 The panel has a duty of care to cross reference application information to ensure that application and checks are all in line with regulated guidelines and in conjunction with Meadow's policy and procedures.

## **5. Shortlisting and references**

- 5.1 Candidates will be short listed against the person specification for the post.
- 5.2 Referees will be asked specific questions about the candidate's suitability to work with children.
- 5.3 Two written references will be required, including one from the applicants' current or most recent employer. References will be sought directly from the referee and both referees will be contacted for references of successful candidates. Additional telephone references may be taken where necessary. The referee will be asked to provide information they have supplied in writing.
- 5.4 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.
- 5.6 A reference received electronically will be checked to ensure that it originates from a legitimate source. We will compare the information on the original application form against relevant information given in the reference, for example, checking that dates align, and roles and responsibilities listed are consistent. Where this is not the case, we will take up any discrepancies with the applicant. If information is incomplete or we feel it is insufficient for us to make an informed decision about the applicant's suitability, we will contact the referee for clarification.

## **6. Interview and Selection Process**

- 6.1 The HR Administrator will make all formal written offers of employment after all paperwork has been received and checked to ensure it adheres to safer recruiting and safeguarding policies.

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6.2 Shortlisted candidates' will be required to attend a face to face interview. The interviews will take place at Meadow Nursery School or by a virtual meeting platform such as Zoom or Teams, at which his/her relevant skills and experience will be discussed in more detail.

6.4 There are different interview procedures for employing different staff:

### **Assistant candidates**

- Are interviewed by at least the Nursery Manager/Deputy Manager and one committee member
- Candidates will be asked to demonstrate their understanding of safeguarding
- After the formal interview candidates are invited to attend a nursery session to observe the setting and Meadow's practices.

### **Qualified candidates**

- The first stage is to invite the candidate in for a formal interview. The interview is with Nursery Manager/Deputy Manager and two committee members, or where not possible, two qualified members of staff and one committee member
- Candidates will be asked to demonstrate their understanding of safeguarding
- They are invited back for second stage where they must plan and deliver an activity to a small group of children, read a story and finally carry out an observation.

### **Administrative roles**

- The candidates will be invited in for a formal interview. The interview is with Nursery Manager/Deputy and two committee members

### **Cleaning staff**

- The candidate will be asked to visit Meadow Nursery School. The Nursery Manager will discuss with the candidate the requirements and will assess the cleaner's ability to fulfil the requirements of Meadow.

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6.5 Employment history will be discussed in the interview (or visit in the case of cleaning staff) and candidates will be asked to explain any gaps in employment. Candidates will be asked to declare any information likely to show up on the DBS disclosure during the application process.

## **7. Conflict of Interest**

7.1 Applicants are required to declare any known personal or familial relationships with their application.

7.2 The member of staff or committee member known to the candidate will be replaced from the selection process with another member of the committee. At least one member of the panel must not be known to the candidate.

7.3 If a candidate has named a member of staff involved in the selection process as a referee, the candidate will be asked to provide details of alternative referees, where practical.

## **8. Employment Checks**

8.1 All successful applicants will be required to complete any Disclosure and Barring Service (DBS) and the results of these checks must be satisfactory to Meadow Nursery School.

8.2 Two items of photographic ID will be required and taken for the nursery school's staff personal file.

8.3 Copies of candidate's original qualifications certificates will be required for the Nursery Manager to see as part of the application process

8.4 Where applicable a right to work in the UK form is completed.

8.5 If an applicant has lived in another country during the previous 5 years and the HR Administrator has been unable to carry out a DBS (or equivalent) or a criminal record checks in that country/countries advice will be sought from Ofsted. Where a country does not have a sharing agreement with the UK, Ofsted will send the candidate a link to the country's embassy which will give instructions for accessing their criminal record. If the record is not in English, then this will need to be translated by certified translator and both the original and translated document must be sent to Ofsted before the application will be processed further.

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## 9. Induction

9.1 The successful applicant will be informed of the job offer dependent on the return of two satisfactory references and an enhanced DBS check.

9.2 New members of staff will not be allowed to work unsupervised until they have DBS check completed. New members of staff will also need to have completed safeguarding training for Early years.

9.3 As part of the induction procedure staff members will read the nursery school's procedures and discuss with their line manager any questions raised.

9.4 All new members of staff will be given either soft copies or hard copies of

1.2 Safeguarding children and child protection policy and

1.7 Whistleblowing policy.

All members of staff will need to confirm that they are fully aware of each policy's contents and practical application in the nursery school setting.

9.5 All new permanent staff members will have to complete a 3-month probationary period and their work ethic and performance will be monitored closely during this period and if satisfactory levels are not being reached their employment may be reconsidered.

9.6 Staff appraisals will take place every 12 months. This is an opportunity for staff members and line managers to discuss any issues or concerns they have with their performance, attitude to work, interaction with children, interaction with others, responsibility and contributions to quality childcare, professional development and skills progress and any qualification and desired training.

## 10. Volunteers

**A volunteer is defined as:** a non-paid individual who regularly assists at Meadow Nursery School.

**For the purpose of clarity:** It does not include individuals (parents/carers/family members/family friends) helping in a voluntary capacity in events such as fundraising where children are supervised by their parents/carers.

10.1 An Enhanced Disclosure Barring Service (DBS) check is completed, which Meadow Nursery School will pay for.

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10.2 Candidates will be required to attend an interview, if successful candidates will be invited back to spend supervised time with the children in the nursery school setting:

- Two references will be required.
- Original copies of candidate's qualification certificates will be seen and copied for the candidates file, if applicable.
- A photocopy of 2 item of photographic ID is taken.

## **11. Students**

11.1 Students will be required to attend an interview.

11.2 A reference from school or college will be required. Students 16 years and under will need two references one from school or college and one personal reference from a qualified person know to the student for 2 years or more.

11.3 All students are required to complete an Enhanced Disclosure Barring Service (DBS) check, original identity documents will be required.

## **12. Parent helpers**

12.1 All parent helpers who sign up to regular hours coming into the setting, at least once a week, will be required to complete an Enhanced Disclosure Barring Service (DBS) check. For those who do less frequent hours for example once or twice a term will not be required to complete a DBS check.

12.2 If the role does not have direct involvement with the children, then the DBS check may not be required.

## **13. Confidentiality**

13.1 All applications will be treated as highly confidential by Meadow Nursery School and only viewed by those involved in the recruitment selection process.

13.2 Any data relating to recruitment and selection processes may be legally disclosed in the event of tribunal proceedings against Meadow Nursery School, its staff or committee. The recruitment panel must always exercise due diligence throughout the process.

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## Legal framework

The Equality Act (2010)

Children Act (1989) & (2004)

Special Educational Needs code of Practice (DfE 2014)

Keeping children safe in education (2023) Statutory guidance for schools and colleges

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## Other useful publications

[A120 New Employee Handbook](#) (Early Years Alliance Publication)

[A128 Recruiting Early Years Staff](#) (Early Years Alliance Publication)

[A129 People Management in the Early Years](#) (Early Years Alliance Publication)

[www.nspcc.org.uk](http://www.nspcc.org.uk)

<b>This policy was adopted at a meeting of the Meadow Nursery School Parents' Association Committee</b>	
<b>Held on</b>	31 <sup>st</sup> March 2014
<b>Policy reviewed</b>	September 2025
<b>Date to be reviewed</b>	September 2027
<b>Signed by Chair</b>	
<b>Name</b>	Samantha Foster-Kennedy
<b>Signed by Nursery Manager</b>	

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