



Safer Recruitment Policy

At Denmead Day Care we take the commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expect all staff, students and volunteers to do the same. We aim to ensure 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.

Procedure:

- When advertising any vacancies, we use social media and internet job sites.
- Our adverts always contain a statement regarding our commitment to safeguarding the children in our care.
- All applicants will be required to complete an application form and will then receive communication stating whether they have reached a face to face interview.
- All shortlisted candidates will receive a job description and, where possible, their references will be checked prior to interview.
- During the interview, applicants will be asked to provide: photo id, relevant qualifications, eligibility to work in the UK and any criminal history. Detailed enquiries will also be made to explain any gaps in employment.
- The nursery manager and HR will be holding all interviews; the final decision regarding employment will remain with the owner.
- Each applicant will receive communication from the nursery stating whether they have been successful.

Starting employment:

- The successful candidate will be informed that their job offer is conditional, dependent on the successful return of 2/3 satisfactory written references and an enhanced DBS check.
- New members of staff will not be allowed unsupervised access to any child, or be able to provide intimate care (nappies/toileting), until their DBS has come back clear and management are happy for them to carry out these tasks.
- New members of staff will undergo an induction period (8 week minimum) during which time they will read the nurseries policies and undertake mandatory training. They will receive support from colleagues to introduce them into the way the nursery operates. There is a standard 6 month probationary period, during which time work ethic and performance will be monitored; this period can be extended if management deems necessary.
- All staff receive regular supervision meetings with manager or proprietor; staff are responsible for notifying their manager if any circumstances arise which may affect their suitability to work with children – staff may face disciplinary action if they fail to notify the manager within a reasonable period of time.

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