



## **53a - SAFER RECRUITMENT**

### **Policy Statement**

At Cornerstone Preschool 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. We are committed to providing the best possible care to our children, and to safeguard and promote welfare of young children. The preschool is also committed to providing a supportive working environment for all its members of staff. The preschool recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment. The preschool will follow a strict safeguarding procedure to protect all children in our care and expects all staff and volunteers, students and agency staff to share this commitment.

Cornerstone Preschool will ensure that a Safer Recruitment policy is in place and updated annually, and that it is followed for the recruitment of all permanent and temporary staff, and volunteers.

Safer recruitment means that we will ensure the following:

### **Planning and Advertising**

- Every job description and person specification include responsibility for safeguarding and guidelines

### **Interviewing**

- The interview process will include a questions regarding a candidate's understanding of safeguarding and their motivation to be working with children
- Verify the preferred candidate's mental and physical fitness to carry out their work responsibilities
- At least one member of each recruitment panel will have attended safer recruitment training

### **Vetting**

- Obtain references for all shortlisted candidates via reference proforma, including internal candidates, and follow-up with the referee by phone
- Carry out additional or alternative checks for applicants who have lived or worked outside the UK
- Undertake an online search for all shortlisted candidates to identify any incidents or issues that are publicly available online which might require further exploration with the applicant during interview.
- Ensure that applicants for practitioner posts (where applicable) are not subject to a prohibition order
- For staff including volunteers who work in our childcare provision or who are directly concerned with the management of such provision (e.g. Management Committee Members), we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.
- Applicants will only begin work after providing DBS certificates. Exceptionally, if an individual starts work in regulated activity before the DBS certificate is available, the individual must be appropriately supervised with a risk assessment in place, and the employment remains conditional on suitably clear checks.
- Barred List checks will always be taken prior to the individual starting to work in the setting.

### **Appointment**



- Offers of employment are fully conditional on the obtaining of a DBS certificate and complete references using a references proforma (that requests whether candidates would be re-employed for the same post and whether there have ever been any safeguarding concerns), followed up by verification via telephone.
- Where a candidate has an entry/entries on their DBS, a risk assessment will be carried out pursuant to the Rehabilitation of Offenders Act to ensure suitability.

### Induction

- Once appointed, a full induction process will be in place for all new staff, that includes rigorous monitoring in order to pick up any concerns early.
- All staff are required to sign to confirm they have received a copy of the safeguarding policy and Staff Behaviour Policy (code of conduct)/Staff Handbook, and that they have read relevant sections of the Early Years Foundation Stage statutory framework their role.

### Third Party Organisations

- Cornerstone Preschool obtains written confirmation from supply agencies and third-party organisations that they have satisfactorily undertaken all appropriate checks in respect of individuals they provide to work in the setting and that the setting would have undertaken if they were employing the individual directly; and that those individuals are suitable to work with children.
- We will ensure that any staff from third party organisations have suitable and up-to-date training in safeguarding.
- Trainees and students on placements should be subject to the same checks as other members of staff. However, fee-funded trainee teachers' checks should be carried out by the training provider and should be judged by the provider to be suitable to work with children. However, the setting requires written confirmation from the provider that these checks have been carried out and are satisfactory.
- Where a risk assessment has been carried out pursuant to the Rehabilitation of Offenders Act, the setting will request sight of the risk assessment to ensure it is in agreement.

### Recording

- The setting maintains a record about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it).

Our Safer Recruitment procedures include that all **job applicants** will:

- **Complete an application form** which includes their employment history and explains any gaps
- **Provide two referees**, including the current employer, and at least one who can comment on the applicant's suitability to work with children. References should be requested by using a proforma that asks directly about whether there have ever been any safeguarding concerns raised and whether the applicant would be hired again for the same position; references should be followed up by phone.
- **Provide evidence** of identity and qualifications
- **Be checked in accordance with the Disclosure and Barring Service (DBS)** regulations as appropriate to their role if offered employment. This will include:
  - Enhanced criminal records check for every person aged 16 and over (including for unsupervised volunteers, and supervised volunteers who provide personal care) who:
    - Works directly with children.
    - Lives on the premises on which the childcare is provided (unless there is no access to the part of the premises when and where children are cared for) and/or



- Works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present)
  - an enhanced DBS check and a barred list check for those including unsupervised volunteers engaged in Regulated Activity.
  - an enhanced DBS check without a barred list check for all volunteers not involved in Regulated Activity but who have the opportunity of regular contact with children.
  - an enhanced DBS check for all Trustees (not including associate members), which will only include a barred list check for Trustees involved in Regulated Activity
  - An additional criminal records check (or checks if more than one country) should also be made for anyone who has lived or worked abroad
- Provide evidence of their right to work in the UK, if offered employment
- Be interviewed by a panel of at least two leaders/ Trustees with at least one member of the panel trained in Safer Recruitment in the past three years.

### **Volunteers**

- Volunteers will undergo checks commensurate with their work in the setting and contact with children. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised or be allowed to engage in regulated activity.
- Volunteers who work only in a supervised capacity and are not in regulated activity will undergo the safer recruitment checks appropriate to their role.

### **Contractors**

- The setting checks the identity of all contractors and their staff on arrival at the setting and requests verification of DBS checks where appropriate. As required by statutory guidance, where contractors and/or their staff are engaged in regulated activity, barred list checks are also requested.

Contractors who have not undergone checks will not be allowed to work unsupervised or in regulated activity.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting).

**This policy was agreed at an Under 5s AGM meeting held on...17th...November 2025.. (Date)**

**Signed on behalf of the preschool...**

**(Chair)**