



Safer Recruitment Policy

Rationale

I aim to recruit the best possible staff for the position/s available. By following this Safer Recruitment Policy, I aim to ensure our recruitment process reflects best practice and is free from bias and discrimination. I understand my responsibilities under the Equality Act 2010.

Procedure

Identifying the need: an analysis of the requirements of the role will be made by the childminder. Prior to any recruitment, decisions will be made about the following –

- The type of contract to be offered – full or part time, permanent or temporary.
- Timescales / key dates, including closing date for applications, interview dates and application format.
- Questions that will be asked during the interview for all candidates.
- Whether the job will be internally and / or externally advertised.
- Suitability checks required for the successful applicant.

The job description will include information about the position including the job title and description of the role and responsibilities involved. It will also contain details about salary and benefits, the number of hours (full time or part-time) and whether the position is temporary or permanent.

The person specification will detail essential and desirable abilities, qualifications and experience preferred or required for the post. Applicants will also be provided with a list of documents to bring with them to the interview.

Advertising the post: advertisements (where required) will contain the following information – name of organisation, location of the job and type of contract; a contact name and how to request further details; safeguarding information – for example, a DBS check will be required and reference to the fact that the organisation complies with equal opportunities legislation.

Application process: the following documents will be provided – job description and person specification, application form and copy of the setting’s Safeguarding Policy. Applicants will be required to write information on the application form which will help to confirm their competence in written English and their eligibility to work in UK to comply with employment legislation.

Receiving applications and short-listing candidates: I will do the following –

- Review applications to determine the most suitable candidate for the role.
- Securely store applications until the deadline date.
- Use the person specification and job description as a checklist against which candidates’ achievements and suitability will be measured.

Shortlisted candidates: I will carry out an internet search on shortlisted candidates as advised by the statutory guidance Keeping Children Safe in Education and, where appropriate –

- The shortlisted candidate will be informed about the date and time of the interview.
- I will request information from the applicant about reasonable adjustments they need me to make, to comply with the Equality Act 2010.

The interview: an interview is for me to assess the suitability of the candidate and for the candidate to decide whether the role is attractive to them. Typically, the interview process will cover –

- Using the interview questions, including clarifying any questions relating to responses made in the application form or other documentation.
- Asking questions related to safeguarding / child protection and knowledge of working with children.
- Opportunities for the applicant to ask questions.
- Informing the applicant about timescales for making decisions.

Making the job offer: the successful candidate will be offered the post subject to –

- 2 strong references - see EYFS 2025 requirements.
- An Ofsted approved, child workforce, enhanced, home-based DBS check.
- Completion of an Ofsted ‘reporting new adults in the home’ application form.
- Following up of any Ofsted application requirements – for example, medical check.
- Ofsted suitability approval before working unsupervised with children or being counted in ratio.

- Proof of identity, copies of which will be retained in the successful candidate's staff file.
- Evidence of right to work in UK.
- Proof of qualifications (where relevant).
- A successful probationary period as stated in the employee contract.

Note that an internal suitability and medical questionnaire must be completed before the successful candidate works with children. This will include information about disqualification and disqualification by association requirements for staff who work in a childminding setting.

A start date will be agreed, and the job offer will be confirmed in writing.

Checking the suitability of new recruits – policy addendum 09.2025:

It is a requirement of the EYFS 2025 that the safeguarding policy includes this information.

Relevant legislation includes –

- The Early Years Foundation Stage (EYFS) 2025 – it is a requirement that providers ensure people looking after children are suitable to fulfil the requirements of their role. Providers must have effective systems in place to ensure suitability of staff. Staff must understand their responsibility for disclosing any convictions, cautions, court orders, reprimands or warnings that might affect their suitability to work with children.

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

- Childcare Act 2006 (sections 75 and 76) - it is an offence under section 76 of the Childcare Act 2006, to provide early years provision if disqualified or be involved in the direct management of such provision if disqualified or to knowingly employ a disqualified person to work with children.

<https://www.legislation.gov.uk/ukpga/2006/21>

- The Childcare (Disqualification) Regulations 2009 – in the event of a disqualification, providers must not continue to employ the person. Providers must report any member of staff dismissed or who resigns before/during disciplinary action for inappropriate behaviour/concerns to the Disclosure and Barring Service. <https://www.legislation.gov.uk/uksi/2009/1547/body/made>

Note that new staff in a childminding setting cannot be in ratio or unsupervised with children until their have received their suitability letter from Ofsted. To check the suitability of new recruits I will –

- Advertise the role.
- Ask questions about safeguarding during the interview process.
- Check the applicant has the right to work in the UK and complete identity checks on applicants.
- Request 2 references from applicants following EYFS requirements.
- Request the applicant applies for an Ofsted child workforce, enhanced, home-based DBS check.
- Complete the Ofsted 'Report new adults in the home' form.
- Provide new staff with an employment contract and job description.
- Ask the new staff member to complete an in-house suitability declaration form.
- Complete staff induction training.
- Put staff through an appropriate paediatric first aid course – see EYFS Annex A.

- Put staff through an appropriate safeguarding training course – see EYFS Annex C
- Wait for the Ofsted suitability letter before allowing new staff to be in unsupervised contact with children.
- Ask for written parental permission for Ofsted suitable staff to be unsupervised with children for up to 2 hours a day.
- Include a reminder for the staff member to ‘inform the childminder about changes to suitability’ on the daily attendance register.
- Include a question about continued suitability during supervision meetings. This includes asking if the staff member is disqualified by association with someone they are living with in their household.
- Ask the staff member to complete an in-house suitability declaration form annually.

Reference information – policy addendum 09.2025:

The EYFS 2025 states: Childminders and any assistants must be suitable; they must have the relevant training and have passed any required checks to fulfil their roles. Childminders must obtain a reference for any childminding assistants they employ. Childminders must also ensure any person who may have regular contact with children (for example, someone living or working on the same premises where the childminding is being provided), is suitable.

In relation to **reference checks**, the EYFS 2025 states:

Childminders who are employing assistants must obtain a reference before employment. Childminders should:

- Not accept open references e.g. to whom it may concern.
- Not rely on applicants to obtain their reference.
- Ensure any references are from the candidate's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
- Not accept references from a family member.
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient information is provided.
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate.
- Establish the reason for the candidate leaving their current or most recent post.
- Ensure any concerns are resolved satisfactorily before the appointment is confirmed.

Policy updates:

09.2022 – the Keeping Children Safe in Education (KCSIE) guidance requires schools and colleges to consider online searches of shortlisted candidates as part of their due diligence process. This new requirement was added to the Safer Recruitment Policy as good practice.

11.2024 – general wording updates to ensure compliance with latest legislation in the Early Years Foundation Stage (EYFS, 2024).

01.2025 – general wording updates to comply with the latest legislation. Reference check addendum and checking the suitability of new recruits addendum to comply with the EYFS 2025 reference requirements. Updates will also be made to the reference request form and the staff application form.

Signature: Meg Hearne

Date: 12 June 2025