



St Bede's Childcare Ltd

Safer Recruitment Policy

Safeguarding and Welfare Requirement:

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. (EYFS 2024, 3.9–3.13)

Policy Statement

St Bede's Childcare is committed to safeguarding and promoting the welfare of children. We recognise that safer recruitment practices are essential in ensuring that all staff, students, and volunteers are **suitable, qualified, and safe to work with children**.

We adopt robust recruitment procedures to deter, identify, and reject unsuitable applicants.

Safeguarding is at the centre of all recruitment decisions.

Aims

We aim to:

- Recruit staff who are suitable to work with children
- Prevent unsuitable individuals from gaining access to children
- Ensure all staff understand safeguarding responsibilities
- Comply with all legal and regulatory requirements

Roles and Responsibilities

- The **Manager/Childcare Director** is responsible for:
 - Overseeing recruitment processes
 - Ensuring safeguarding procedures are followed
- At least one person involved in recruitment will:
 - Have **safer recruitment training**
- The **Designated Safeguarding Lead (DSL)** will:
 - Be involved where safeguarding concerns arise

Recruitment Process

Advertising

- All job adverts will:
 - Make clear that enhanced DBS checks are required



Application

- Applicants must complete a **full application form**
- CVs alone will not be accepted
- The application will require:
 - Full employment history (with explanations for gaps)
 - Qualifications
 - References

Shortlisting

- Applications will be reviewed to:
 - Identify gaps or inconsistencies
 - Assess suitability
- Any concerns will be explored at interview

Interview

- Interviews will:
 - Include safeguarding-focused questions
 - Assess attitudes towards safeguarding and child welfare
- Identity will be verified using:
 - Official photographic ID

Pre-Employment Checks

All successful applicants must complete the following checks before starting work:

- **Enhanced DBS check** (with barred list where applicable)
- At least **two references** (including most recent employer)
- Verification of:
 - Identity
 - Qualifications
 - Right to work in the UK
- Health declaration to confirm fitness to work
- Disqualification by association declaration (where applicable)



Staff Suitability

- Staff must be **mentally and physically fit** to carry out their role
- Staff must inform the setting of:
 - Any changes to their suitability
 - Any criminal convictions or cautions

Induction

All new staff will:

- Receive a full induction, including:
 - Safeguarding and child protection procedures
 - Policies and procedures
 - Roles and responsibilities
- Be supervised during an initial probation period

Ongoing Suitability

We will ensure continued suitability by:

- Regular **supervision and appraisals**
- Ongoing safeguarding training
- Monitoring staff conduct and behaviour

Volunteers and Students

- Volunteers and students will:
 - Be subject to appropriate checks
 - Not be left unsupervised with children unless fully vetted

Agency Staff

- Agency staff must:
 - Provide evidence of DBS checks and suitability
 - Be supervised as appropriate

Safer Working Practice

- Staff must follow the **Staff Behaviour Policy**



- Professional boundaries must be maintained at all times

Concerns About Staff

- Any concerns about a staff member's behaviour will be:
 - Reported immediately to the **Designated Safeguarding Lead (DSL)**
- Allegations will be managed in line with:
 - Safeguarding procedures
 - Referral to the **Local Authority Designated Officer (LADO)** where required

Record Keeping

- Recruitment records will be:
 - Stored securely
 - Maintained in line with GDPR requirements

Safeguarding

- Safer recruitment is a key part of safeguarding
- The setting will act in the **best interests of the child at all times**

Monitoring and Review

- The Manager will monitor recruitment practices
- This policy will be reviewed annually