

Tiny Tots Nursery

Safer Recruitment Policy

In line with EYFS 2025 Safeguarding & Welfare Requirements and Ofsted Expectations

Policy Version: 2026

Review Date: Annually or sooner if legislation changes

Responsible Person: Nursery Manager / Designated Safeguarding Lead (DSL)

Applies To: All staff, students, volunteers, apprentices, agency workers and committee members

1. Statement of Commitment

At Tiny Tots Nursery, safeguarding and promoting the welfare of children is our highest priority. We are committed to ensuring that all adults working with children are suitable, safe, and appropriately qualified.

Tiny Tots Nursery recognises its responsibility to follow safer recruitment practices in accordance with:

- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2025
- Guidance from Ofsted
- “Working Together to Safeguard Children”
- “Keeping Children Safe in Education” (where applicable)
- The Rehabilitation of Offenders Act 1974
- Data Protection legislation (UK GDPR)

The nursery adopts robust recruitment, vetting, induction, supervision and monitoring procedures to deter, identify and reject unsuitable people from working with children.

2. Aims of This Policy

This policy aims to:

- Protect children from harm
- Ensure all staff are safely recruited
- Prevent unsuitable people from working with children
- Promote a culture of vigilance and safeguarding
- Ensure compliance with current EYFS and Ofsted requirements
- Maintain accurate recruitment and suitability records

3. Roles and Responsibilities

The Nursery Manager Will:

- Ensure safer recruitment procedures are followed
- Ensure at least one trained safer recruitment lead is involved in recruitment
- Maintain recruitment records and suitability checks
- Ensure all staff receive safeguarding induction and ongoing training
- Monitor staff conduct and suitability

The Designated Safeguarding Lead (DSL) Will:

- Support safer recruitment decisions
- Escalate safeguarding concerns
- Liaise with external agencies where necessary
- Ensure allegations against staff are managed appropriately

All Staff Must:

- Understand safeguarding responsibilities
 - Disclose any cautions, convictions or investigations immediately
 - Maintain professional conduct
 - Report concerns about adults working with children
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4. Recruitment Procedures

Tiny Tots Nursery follows a strict recruitment process for all appointments.

4.1 Advertising Vacancies

All job advertisements will include:

- A safeguarding statement
- Requirement for DBS checks
- Requirement for references
- The nursery's commitment to safeguarding children

Example statement:

“Tiny Tots Nursery is committed to safeguarding and promoting the welfare of children. All appointments are subject to enhanced DBS checks, references and suitability checks.”

4.2 Application Forms

Applicants must complete a full application form.

CVs alone will not be accepted.

Application forms must include:

- Full employment history
- Explanations for gaps in employment
- Qualifications
- Safeguarding declarations
- Criminal conviction disclosures

4.3 Shortlisting

The recruitment panel will:

- Scrutinise employment history
- Identify unexplained gaps
- Consider inconsistencies
- Assess suitability to work with children

Any concerns will be explored during interview.

5. Interview Process

At least two interviewers will conduct interviews where possible.

Interviews will:

- Assess safeguarding knowledge
- Explore attitudes towards child protection
- Verify qualifications and experience
- Test suitability to work with children

Applicants may be asked scenario-based safeguarding questions.

Identity documents will be checked at interview stage.

6. References

Tiny Tots Nursery will obtain a minimum of two references before employment commences.

In line with updated EYFS 2025 requirements:

- References must come directly from the current or most recent employer, training provider or education setting
- References must be provided by a senior authorised person
- Open references or references supplied by candidates will not be accepted
- References will be verified by telephone or email where necessary

Any concerns arising from references will be investigated before appointment.

7. Pre-Employment Checks

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

Mandatory Checks

- Enhanced DBS check with children's barred list
- Identity verification
- Right to work in the UK
- Qualification verification
- Employment history checks
- Reference checks
- Health declaration
- Overseas criminal record checks (where applicable)
- Disqualification by Association declaration (where required)

Employment will not commence until satisfactory checks are completed unless a documented risk assessment has been approved by the manager.

8. Agency Staff, Students and Volunteers

The nursery will ensure agency staff, students and volunteers:

- Undergo suitability checks
- Provide identification
- Receive safeguarding induction
- Are supervised appropriately where required

Students and apprentices will never be left unsupervised unless deemed competent and appropriately checked.

9. Single Central Record (SCR)

Tiny Tots Nursery maintains a Single Central Record (SCR) containing:

- DBS details
- Identity checks
- Qualification checks
- Right to work checks
- Reference checks
- Safeguarding training records

The SCR will be regularly audited and made available during Ofsted inspections.

10. Induction

All new staff will complete a safeguarding induction before working unsupervised with children.

Induction includes:

- Safeguarding and child protection procedures
 - Whistleblowing procedures
 - Behaviour management
 - Health and safety
 - Staff code of conduct
 - Online safety
 - Prevent Duty awareness
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11. Ongoing Suitability

Suitability is monitored continuously through:

- Supervision meetings
- Appraisals
- Safeguarding training
- Staff conduct monitoring
- Disclosure of concerns or investigations

Staff must immediately disclose:

- Criminal investigations
- Cautions or convictions
- Changes affecting suitability to work with children

Failure to disclose information may result in disciplinary action.

12. Allegations Against Staff

All allegations or concerns about staff conduct will be:

- Taken seriously
- Recorded appropriately
- Reported to the Local Authority Designated Officer (LADO) where necessary
- Managed confidentially and fairly

The welfare of the child remains paramount at all times.

13. Whistleblowing

Tiny Tots Nursery encourages staff to report concerns regarding:

- Unsafe practice
- Poor safeguarding
- Staff misconduct
- Recruitment concerns

Staff can report concerns internally or directly to external agencies including Ofsted.

14. Staff Training

All staff will receive:

- Safeguarding training during induction
- Regular safeguarding updates
- Ongoing child protection training
- Safer recruitment awareness where appropriate

Training records will be maintained.

15. Confidentiality and Data Protection

Recruitment information will be:

- Stored securely
- Accessed only by authorised persons
- Managed in accordance with UK GDPR and Data Protection legislation

DBS information will be handled confidentially.

16. Monitoring and Review

This policy will be:

- Reviewed annually
 - Updated following legislative or Ofsted changes
 - Monitored through recruitment audits and safeguarding reviews
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Key Legislative References

- EYFS Statutory Framework 2025
- Ofsted Early Years Regulation Guidance
- Safer Recruitment Guidance