



Safer Recruitment Policy

Introduction

Acorn Playgroup and Pre-school is committed to safeguarding and always promoting the welfare of all our children. We are committed to providing a welcoming and supportive working environment for all our employees. Acorn Playgroup and Pre-school aims to recruit and retain staff who will share this ethos.

Acorn Playgroup and Pre-school's Trustee Committee and the Manager follow guidance within the 'Keeping Children Safe in Education (2023) Part 3 – Safer Recruitment and Early Years Foundation Stage (2025)'

The aims of our Recruitment Policy are: -

- To ensure suitable staff are recruited based on their qualifications, experience and abilities for the position
- To ensure that all applicants are respected and not treated unfairly under any circumstances including race, colour, nationality, ethnicity or national origin, religion or religious beliefs, sex or sexual orientation, marital or civil partner status and/or disability or age
- To adhere to all relevant and current guidance and legislation
- To ensure all pre-employment checks are carried out to safeguard and promote the welfare of our children and staff

Recruitment and Selection Procedure

All applicants for employment will be required to complete an application form and submit a current curriculum vitae (CV).

All applicants will receive a job description and personal specification for the role in which they have applied for. All the essential criteria on the personal specification form must be fully met to be shortlisted.

After shortlisting, the applicant will then be invited to attend a formal interview at which time their relevant skills and experience will be discussed. Also giving them an opportunity to discuss the self-disclosure (on the application form) if needed.

Following a successful first interview taking place, the receipt of two satisfactory references (one of which must be from the applicant's most recent employer, training provider or educational setting and NOT a member of staff or person associated with Acorn Playgroup and Pre-school) will be obtained. References should not be accepted from friends or relatives, and they must provide a relevant contact number and email address.

All Referees will be asked if they believe the applicant is suitable for the job role for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Any discrepancies or concerns in relation to the reference will be taken up with the applicant and the referee following receipt. References will always be verified by contacting the referee directly using official channels such as a workplace email (never a personal Gmail/Hotmail unless verified) or the organisation's main phone number (not a mobile unless it is listed on their

website). We will ask to speak to the referee directly and confirm they wrote the reference by asking verification questions that confirm and expand on the written reference.

Should a reference not be received in good time prior to the interview, Acorn Playgroup and Pre-school will get in touch with the applicant to follow up.

No applicant will commence employment at Acorn Playgroup and Pre-school until satisfactory references and an enhanced DBS certificate have been received.

Interview Panel

Interviews will take place with the Acorn Playgroup and Pre-school management team. At least one person on every interview panel must have accredited Safer Recruitment training.

During interview the following will be discussed: -

- Suitability for the role being applied for
- Relevant experience
- Gaps in employment
- Qualifications
- Self-disclosure
- Issues/Concerns

Verification of identity and address at Interview

All applicants who are invited to an interview will be required to bring at least two of the following: -

- Passport
- Birth Certificate
- Driving Licence or Provisional driving licence
- A letter from bank, building society or utility bill less than three month's old, showing the applicant's current address.

Acorn Playgroup and Pre-school does not discriminate applicants on the grounds of age, sex, gender, race, cultural beliefs or sexual orientation.

Verification of Qualifications at Interview

The applicant will be asked to bring evidence of their qualifications (original certificates).

Qualification checks will be carried out for all applicants and recruitment files are securely stored and document all pre-employment checks.

If Acorn Playgroup and Pre-school make an offer of employment to the applicant following the formal interview, any such offer will be conditional following pre-employment checks: -

- Receipt of Enhanced DBS disclosure
- Satisfactory references being received
- Discussion with regards to mental and physical fitness (it is Acorn Playgroup and Pre-school's responsibility to be satisfied that employees of the nursery have the appropriate level of physical and mental fitness before employment is confirmed). We are aware of the Disability Discrimination Act 1995 and no offer of employment will be withdrawn without first consulting the applicant, considering medical evidence and reasonable adjustments and suitable alternative employment if possible.
- Completion of the self-declaration form (Rehabilitation Act of Offenders Act 1974 in England)
- Completion of Right to Work checklist
- Completion of Starter Checklist
- Suitability Declaration form completed
- Self-disclosure form completed

- Enhanced DBS Checks – Under the Rehabilitation of Offenders Act 1974 Acorn Playgroup and Pre-school will request an enhanced disclosure check. This will disclose details of all convictions on record and also whether the applicant is barred from working with children.

Induction Process

An induction for new applicants will be carried out: -

- Copy of Acorn Playgroup and Pre-school's Policies and Procedures
- Tour of nursery premises (fire safety etc)
- Introduction to staff
- Risk Assessments
- Completion of the Staff Code of Conduct
- Appropriate training
- Completion of induction checklist
- Contract agreement and signature
- Supervision monthly up to six months (probation period of three to six months dependant on role)
- Retention of Records
- The setting will retain information of the applicant in their own personnel file. This will remain confidential and stored securely in a locked cabinet. Information will be retained for six years. If the applicant is unsuccessful, all documentation will be destroyed securely.

Leavers Process

- An exit interview will be carried out with all employees leaving our setting.
- References will be provided for previous employees upon request in a timely manner. When asked to provide references, we ensure the information confirms whether we are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. These will not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.

This policy has been written with reference to the following legislation:-

Rehabilitation of Offenders Act 1974

Equality Act 2010

Keeping Children Safe in Education – Part 3 (2023)

Safeguarding Support Limited

Right to Work Checks: Employers Guide (2022)

Under the Rehabilitation of Offenders Act 1974

EYFS statutory framework for group and school-based providers (July 2025)

This policy was adopted by Acorn Playgroup and Pre-school on 01 September 2025