



Hopton school house Playgroup and OOSC policies

3.3 Safer Recruitment Policy

Policy Statement

At Hopton school house we are committed to safeguarding and promoting the welfare of children and young people. We recognise that safer recruitment practices are an essential part of safeguarding and help to deter, identify, reject, and prevent unsuitable individuals from working with children.

We are committed to recruiting staff, volunteers, students, apprentices, committee members, and managers who share our commitment to safeguarding and promoting the welfare of children.

All recruitment and selection processes will be carried out fairly, consistently, and in accordance with current legislation, statutory guidance, and best practice.

Aims

This policy aims to:

- Safeguard children and protect them from harm.
- Ensure all adults working within the setting are suitable to do so.
- Promote safer recruitment practices.
- Ensure compliance with legal and statutory requirements.
- Support a culture of vigilance and safeguarding.
- Ensure fair and non-discriminatory recruitment procedures.

Legal Framework

This policy is based on:

- Childcare Act 2006
- Children Act 1989
- Children Act 2004
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Rehabilitation of Offenders Act 1974
- Police Act 1997



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- Equality Act 2010
- Employment Rights Act 1996
- Immigration, Asylum and Nationality Act 2006
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Disqualification under the Childcare Act 2006 Regulations
- Gloucestershire Safeguarding Children Partnership Procedures

Principles of Safer Recruitment

The setting will ensure that:

- Safeguarding is central to all recruitment decisions.
- Recruitment processes are transparent and fair.
- All applicants are assessed against clear criteria.
- Appropriate checks are completed before employment begins.
- Concerns regarding suitability are fully explored.
- No person who poses a risk to children is knowingly employed.

Safeguarding responsibilities apply to all recruitment activities.

Recruitment Process

The safer recruitment process will include:

Planning

Prior to advertising a vacancy, the setting will:

- Review the role requirements.
- Prepare an up-to-date job description.
- Prepare a person specification.
- Identify safeguarding responsibilities associated with the role.

Advertising

All advertisements will include a safeguarding statement such as:

"This setting is committed to safeguarding and promoting the welfare of children. All appointments are subject to enhanced DBS checks, references, and satisfactory safeguarding checks."



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Application Process

Applicants will be required to:

- Complete an application form.
- Provide a full employment history.
- Explain any gaps in employment.
- Declare relevant convictions or cautions where appropriate.
- Provide references.

Curriculum Vitae (CVs) alone will not be accepted as a substitute for a completed application form.

Shortlisting

Shortlisting will be undertaken by at least one appropriately trained individual.

The process will include consideration of:

- Qualifications.
- Experience.
- Employment history.
- Suitability to work with children.
- Any discrepancies or concerns requiring clarification.

Hopton house has the right to check public spaces such as Facebook, twitter etc.

Interviews

Interviews will be conducted by at least two members of the recruitment panel wherever possible.

Interviews will:

- Explore the applicant's suitability for the role.
- Assess attitudes towards safeguarding and child welfare.
- Verify qualifications and experience.
- Investigate gaps in employment history.
- Clarify any concerns identified during the recruitment process.

Safeguarding questions will form part of every interview.



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Pre-Employment Checks

An offer of employment will be conditional upon satisfactory completion of all required checks.

These may include:

Identity Verification

Applicants must provide evidence of identity such as:

- Passport
- Driving licence
- Birth certificate

Enhanced DBS Check

All relevant staff will be subject to an Enhanced Disclosure and Barring Service (DBS) check.

Where appropriate, a Children's Barred List check will also be completed.

References

At least **two references** will be obtained.

References should:

- Be requested directly from referees.
- Include the applicant's suitability to work with children.
- Be verified where necessary.

Open references or testimonials will not be accepted.

Qualification Verification

Relevant qualifications will be verified before employment commences.

Right to Work Checks

The setting will verify an individual's legal right to work in the United Kingdom.



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Health Declaration

A health declaration may be required to ensure individuals can fulfil the requirements of the role.

Employment History

Any unexplained gaps or inconsistencies will be investigated.

Disqualification Requirements

The setting will comply with disqualification requirements applicable to childcare providers.

Individuals will be required to disclose information relevant to their suitability to work with children.

Any concerns regarding disqualification will be considered in accordance with current legislation and guidance.

Volunteers

Volunteers will be recruited using safer recruitment principles proportionate to their role.

Appropriate checks may include:

- References
- Identity checks
- DBS checks where required
- Supervision arrangements

Volunteers will not be left unsupervised with children unless all relevant suitability checks have been completed.

Students and Apprentices

Students and apprentices will:

- Receive safeguarding information.
- Be appropriately supervised.
- Undergo checks as required by their role and placement arrangements.



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They will not be left alone with children unless they meet relevant suitability requirements.

Agency Staff

The setting will obtain written confirmation from agencies that:

- Appropriate safeguarding checks have been completed.
- DBS checks have been undertaken.
- Identity has been verified.
- Individuals are suitable to work with children.

Agency staff will receive safeguarding information before working within the setting.

Ongoing Suitability

Safeguarding responsibilities continue after appointment.

Staff must:

- Disclose any changes that may affect suitability.
- Inform the Manager of relevant criminal investigations, cautions, or convictions.
- Maintain professional conduct at all times.

The setting reserves the right to undertake additional checks where concerns arise.

Single Central Record

The setting will maintain an accurate Single Central Record (SCR) of required recruitment and suitability checks.

The SCR will include details of:

- DBS checks
- Identity checks
- Qualification checks
- Right to work checks
- References
- Other relevant suitability checks

The record will be reviewed regularly.



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Allegations and Concerns

Where concerns arise regarding an individual's suitability to work with children:

- Safeguarding procedures will be followed immediately.
- Advice may be sought from the Local Authority Designated Officer (LADO).
- Appropriate referrals will be made where required.

Training

Those involved in recruitment will receive appropriate training and updates relating to:

- Safer recruitment.
- Safeguarding.
- Equality and diversity.
- Employment law.

Gloucestershire Safeguarding Contacts

Gloucestershire Safeguarding Children Partnership

Website: www.gloucestershirescp.org.uk

Gloucestershire Children's Social Care

Telephone: 01452 426565

Gloucestershire Local Authority Designated Officer (LADO)

Telephone: 01452 426994

The LADO should be contacted where there are concerns that an adult working with children may have behaved in a way that has harmed, or may have harmed, a child.

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
 - Staff Induction Policy
 - Employment Policy
 - Student Placement Policy
 - Volunteers Policy
- Whistleblowing Policy
 - Staff Code of Conduct
 - Allegations Against Adults Policy



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