

Recruitment and Safer Recruitment Policy

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Next Review Due: August 2026

Our Values

At Young Friends Kindergarten, we believe the quality of our provision is only as strong as the people within it. Recruitment is therefore not just a legal obligation — it is an ethical responsibility. Every decision we make about staffing must protect children, uphold fairness, and strengthen our community.

Our recruitment process reflects our core values:

- **Sustainability** – We recruit people who are committed to long-term, high-quality practice, reducing turnover and building consistent relationships.
 - **Respect** – We ensure the process is inclusive, fair, and non-discriminatory.
 - **Authenticity** – We look for real evidence of practice, not just words on paper.
 - **Supportive Leadership** – Recruitment includes clear communication, fair expectations, and full induction.
 - **Community** – We want staff who are committed to teamwork, kindness, and collective care.
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Policy Statement

This policy ensures that our recruitment procedures are **legal, transparent, fair, and above all, safe for children**. It covers recruitment, selection, and pre-employment vetting, in line with EYFS statutory requirements, safer recruitment guidance, and employment law.

We employ only people who are able to:

- Care for and educate children with integrity and skill.
- Work in close contact with children, including supporting with personal care.
- Uphold safeguarding responsibilities and professional conduct at all times.

We work closely with HR advisers (Early Years Alliance) and statutory bodies to ensure our practice remains fully compliant and reflects best practice.

Aims and Purpose

- To deter, reject and identify anyone who may pose a risk to children.
 - To ensure every recruitment decision is safe, fair, and values-driven.
 - To promote equality of opportunity and prevent unlawful discrimination.
 - To uphold professional and legal responsibilities under the EYFS, Children Acts, Equality Act, and safer recruitment guidance.
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Applicability

This policy applies to all staff appointments, including apprentices, volunteers, students, and contractors.

Legal Framework

As employers we are required to:

- Not discriminate on the grounds of: age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, or sexual orientation.
 - Not employ anyone who cannot legally work in the UK.
 - Carry out DBS and barred list checks.
 - Ensure all recruitment processes are consistent, systematic and fair.
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Recruitment Process

Advertising Vacancies

Job adverts always include:

- The essential and desirable criteria for the role.
- Instructions on how to apply and who to contact.
- A safeguarding statement.
- Information on our ethos and expectations.

Application Pack

Every applicant receives:

- Introduction to Young Friends and our ethos.
- Safeguarding statement.
- Application form.
- Role profile and job description.
- Outline of selection process.
- Latest newsletter.
- List of pre-employment checks.

Shortlisting

- If 10 or fewer applications meet essential criteria, all will be interviewed.
- If more than 10, our **Candidate Shortlisting Form** is used. Applicants must score above 12 to proceed.

Interviews

- Questions are standardised and linked to role profiles.
- Applicants are asked to bring identity and qualification documents.
- At least two interviewers are present.
- Practical/written safeguarding scenarios may be included.
- Candidates must score at least 22 on interview scoring to be considered.

Decision Making

- Decisions are based on qualifications, experience, safeguarding confidence, and values alignment.
 - All discrepancies are explored at interview.
 - No appointment is confirmed until all checks are completed.
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Pre-Employment Checks

We carry out the following before employment begins:

- **Identity verification** – checked against official photo ID.
- **Right to work** – verified in line with government guidance.
- **DBS enhanced check** – including annual re-checks via Update Service, or 5-yearly new DBS. DBS fee is deducted if staff leave during probation.
- **References (x2)** – one from current/most recent employer. Additional reference from a childcare-related role if applicable.
- **Staff suitability form** – full disclosure of criminal history (including spent offences where applicable).
- **Qualifications** – originals verified and checked with awarding bodies.
- **Medical fitness** – declaration required after job offer (Equality Act compliant).

Offer of Employment

Conditional offers include:

- Job title and role profile.
- Pay, hours, and benefits.
- Probationary period details.
- Induction expectations.

All unsuccessful candidates are contacted with feedback. Records are kept for six months.

Induction and Starting Work

- Day 1 is office-based, completing induction checklists.
 - Staff are not left alone with children until DBS clearance and probation are complete.
 - Induction includes safeguarding, core policies, health and safety, risk assessments, and dynamic risk assessing.
 - All new staff have a buddy and close supervision.
 - Suitability, confidence and CPD needs are assessed early.
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Probationary Period

- Three months (with possible extension).
 - Weekly/fortnightly meetings during probation.
 - Six-week formal review.
 - End of probation meeting determines whether the role is confirmed, extended with a support plan, or terminated.
 - DBS repayment clause applies if staff leave during probation.
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Monitoring and Compliance

- All recruitment paperwork is stored securely on OneDrive.
 - Recruitment practices are audited termly by leadership.
 - HR advice from the Early Years Alliance informs all updates.
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External Links and Guidance

- Early Years Alliance – HR and safer recruitment guidance
 - ACAS – fair recruitment and employment law
 - GOV.UK – Right to Work guidance
 - DBS Update Service
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Linked Policies

- Safeguarding and Child Protection
 - Staff Code of Conduct
 - Equality and Diversity
 - Supervision and Appraisal
 - Whistleblowing
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Authorisation

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Owner and Director

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