The Meadows

Cheeky Chimps Childcare

Safer Recruitment Policy

The Meadows Nursery is committed to providing the best possible care to its children and to safeguarding and promoting welfare of young children. The nursery is also committed to providing a supportive working environment for all its members of staff. The nursery recognises that, to achieve these aims, it is of most importance to attract, recruit and retain staff who shares this commitment.

Our aims are.

- to ensure that the best possible staff are recruited
- to ensure that all job applicants are considered equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethic or national origin, religion or religious belief, sex or sexual orientation, gender re-assignment, medical, marital status, disability, and age
- to ensure compliance with all relevant recommendations and guidance including the welfare requirements in the EYFS, the recommendations of the Department for Education and Skills (DFES) in "safeguarding children: safer recruitment and selection in education settings" and the code of practice published by the Criminal Records Bureau (CRB) now known as DBS (Disclosure and Barring Service) and follow guidance form the Local Safeguarding Children Board (LSCB)
- to ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre- employment checks.

Section 11, Children Act 2004, sets out the arrangements for safeguarding and promoting the welfare of children and applies to all key local bodies named under section 11(1) of the Act. One of the key features of these arrangements is ensuring safe recruitment procedures are in place.

This guidance and legislation apply to all adults who may have contact with children, young people, and Adults at Risk through their work whether in a paid or voluntary capacity. It also applies to staff who do not have direct responsibility for children, but who will have contact with children within the organisation and will be seen as safe and trustworthy and/or have access to confidential and sensitive information e.g. administrative staff, receptionists, caretakers, maintenance workers.

Recruitment and selection procedure

- The role will be advertised on relevant recruitment websites for approximately 4-8 weeks.
- All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. A curriculum vitae will not be accepted in place of the completed application form. Any Candidate who submits a curriculum vitae will be asked to complete an application form. Applicants will receive a job description for the role applied for.
- The Nursery safeguarding policy will be sent with the application form.
- Once an application form has been submitted the process of formal interviews will then take place at the nursery by the nursery management.
- Applicants will then be short listed, and 2 references will be requested.
    - at least one must be from a current employer or if unemployed must be from your last employer

    - if the applicant is from fulltime education, then a reference from the school/college will be requested
    - No friends or family can be a referee
- Short listed applicants will be asked to attend a second interview and to and spend a morning or afternoon in the nursery on a formal basis watching how the applicant interacts and carries out simple tasks asked of them for that role.
- Short listed applicants will have an online search completed by the nursery management team.
- If successful a formal offer of employment will be emailed which will be conditional on agreement of start date, contracted hours, rate of pay and the following requirements
    - Right to work in UK
    - Receipt of two written references followed up by phone call
    - Enhanced DBS will be carried out by The Meadows management team. No employee can start work until a clear enhanced dbs physical copy is shown to the management team and they are subscribed to dbs renewal.
    - Completing all The Meadows employment paperwork.
- Upon acceptance of Job offer and meeting the criteria the applicant will be required to complete a contract of employment which is subject to a six-month probationary period with 1 weeks' notice. The nursery reserves the right to extend the probationary period, but the notice period will be 4 weeks.

Pre – employment checks

In accordance with the recommendations of the DFEs in "safeguarding children; safer recruitment and selection in education settings" the nursery carries out several pre-employment checks in respect of all prospective employees.

Verification of identity and address

All applicants who are invited to an interview will be required to bring the following evidence of identity at least three forms of Id, address, and qualifications

ID

- Current driving licence or passport or full birth certificate
- Utility bill or statements (from different sources) showing their name and home address
- Documentation confirming their national insurance number (P45, P60 or national insurance card)
- Bank statement
- Documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption) he/she will be required to provide documentary evidence of the change.

References

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which should be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children (if the applicant has worked with children before). Neither referee should be a relative or family friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable

to work with children. All referees will be sent a copy of the job description for the role which the applicant has applied for.

If the referee is a current or previous employer, they will also be asked to confirm the following.

- the applicant's dates of employment, job title/duties, reason for leaving, performance, sickness, and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children
- whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young people

The nursery will only accept references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant or an open reference or testimonials. The nursery will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

Disclosure and Barring Service

Due to the nature of the work, the nursery applies for Disclosure and Barring certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff, committee, volunteers, and students. The nursery will always request an Enhanced Disclosure as described below

- an Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the rehabilitation of offenders Act 1974) together with details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question
- If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/her inclusion on the lists of those considered unsuitable to work with children maintained by the DFES and the department of health.

All staff are to be made aware that under the childcare Act 2006, they are expected to provide up to date information in relation to any convictions, cautions, court orders reprimands and warnings that may affect their suitability to work with children, whether received before or during your employment at the setting. The Meadows have an expectation that staff will inform us of any relationships and associations both within and outside the workplace (including online), which may have implications for the safety of children in the setting.

The nursery's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the nursery will.

- Store disclosure information and other confidential documents issued by the DBS in locked cabinets, access to which will be restricted to specific members of staff
- Not retain disclosure information or any associated correspondence for longer than is necessary. In most cases the nursery will not retain such information for longer than 6 months although the nursery will keep a record of the date of disclosure and the disclosure number which will be recorded on their personal information forms

Gemma Farrar 23.10.2026
Review 23.10.2027

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