



Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

Policy 2.1 – Safer Recruitment

Policy statement

At **Impact Montessori Nursery**, we are committed to safer recruitment and to ensuring that all adults working with or having access to children are suitable to do so.

We follow the **Early Years Foundation Stage (EYFS) Statutory Framework**, Disclosure and Barring Service (DBS) requirements and relevant employment and equality legislation.

Our recruitment procedures are designed to:

- safeguard children from unsuitable or unsafe adults;
- ensure that staff have the skills, qualifications and experience required for their role;
- promote equality, diversity and fairness;
- verify the identity, employment history and suitability of applicants;
- ensure required DBS and other suitability checks are completed; and
- provide appropriate induction, supervision, training and ongoing suitability monitoring.

1. Recruitment and selection

We use a fair, consistent and transparent recruitment process.

All vacancies will have:

- a clear job description;
- a person specification;
- clearly defined responsibilities;
- appropriate qualification requirements;
- safeguarding responsibilities;
- appropriate salary and employment information; and
- details of any required checks.

Applicants are assessed against the requirements of the role.

We welcome applications from all sections of the community and do not unlawfully discriminate on the grounds of protected characteristics under the **Equality Act 2010**.

Reasonable adjustments will be considered for applicants with disabilities.

2. Safeguarding throughout recruitment

Safeguarding is considered at every stage of recruitment.

Where appropriate, recruitment processes will include:

- application forms;
- a full employment history;
- explanations for gaps in employment;
- references;
- verification of qualifications;
- identity checks;
- DBS checks;
- right-to-work checks;
- suitability and disqualification checks where applicable;
- consideration of previous childcare or safeguarding concerns; and
- a structured interview.

Safeguarding questions will form part of the interview process where appropriate.

Applicants will be assessed on their suitability to work with children and not solely on their qualifications or previous experience.

3. References

We obtain appropriate references before an applicant starts work wherever possible.

References will normally:

- be obtained directly from the referee;
- cover the applicant's employment and suitability for the role;
- include information about the applicant's previous work with children where relevant;
- be checked for consistency with information provided by the applicant; and
- be followed up where information is unclear or raises concerns.

Where a previous employer refuses to provide a reference, the nursery will consider what alternative evidence is appropriate.

Any concerns arising from references will be investigated before an appointment is confirmed.

4. Identity and right-to-work checks

Before employment begins, we verify the applicant's identity and right to work in the UK where applicable.

We will obtain and verify appropriate original documentation in accordance with current legal requirements.

Copies or records of required checks will be retained securely.

5. DBS checks

All adults working in the nursery will be subject to the DBS checks required for their role.

The level of DBS check will be determined according to the legal eligibility of the role and the current DBS guidance.

Where the role involves regulated activity with children, an **Enhanced DBS check with Children's Barred List information** will be obtained where required. GOV.UK+1

We will not request a higher level of DBS check than the role is legally eligible for. GOV.UK

New employees

A new employee who requires a DBS check will **not commence employment until the required check has been received**, in accordance with the current EYFS requirements.

Volunteers

All volunteers will be subject to the appropriate suitability and DBS requirements.

The current EYFS requires enhanced criminal record checks for volunteers, including volunteers who are supervised.

Where a volunteer's role constitutes regulated activity, the appropriate Children's Barred List check will also be obtained.

6. DBS Update Service

Where an employee or volunteer is subscribed to the DBS Update Service, the nursery may use the service to check the current status of their certificate, provided the appropriate conditions are met.

Before carrying out an Update Service status check, the nursery will:

- verify the person's identity;
- view the original DBS certificate;
- confirm that the certificate relates to the appropriate workforce and role; and
- obtain the individual's permission where required.

The nursery will consider whether a new DBS check is required where the individual's role or circumstances change.

DBS eligibility will be reassessed where a person's duties change, as a change in role can affect the level of check required. GOV.UK

7. Recording suitability checks

The nursery maintains a secure record demonstrating that required suitability checks have been completed.

Records may include:

- identity verification;
- right-to-work check;
- DBS check;
- DBS certificate number;
- date the DBS certificate was obtained;
- type and level of DBS check;
- Children's Barred List check, where applicable;
- references;
- qualification checks;
- disqualification checks, where applicable;
- employment history;
- suitability decisions; and
- any additional checks required for the individual role.

Information will be stored securely and handled in accordance with data protection requirements.

8. Disclosures and changes in circumstances

Staff and volunteers must immediately inform the nursery of any matter that may affect their suitability to work with children.

This may include relevant:

- convictions;
- cautions;
- court orders;
- reprimands or warnings;
- DBS information;
- disqualification matters; or
- other circumstances that may affect suitability.

The nursery will assess any information received and take appropriate action to protect children.

Where necessary, advice will be sought from Ofsted, the local authority, DBS or another relevant agency.

9. Disqualification and suitability

The nursery follows the current requirements relating to disqualification from childcare.

Where information indicates that an individual may be disqualified from working in childcare, the nursery will take immediate steps to ensure that children are safeguarded.

The individual will not undertake duties from which they are legally prohibited.

Where required, the nursery will notify Ofsted and/or seek a waiver or further advice in accordance with the relevant regulations.

10. DBS referrals

Impact Montessori nursery will make a referral to the DBS where the legal conditions for a referral are met.

This includes circumstances where an individual has been removed from regulated activity, or would have been removed, because they have harmed or posed a risk of harm to children.

The nursery will follow current DBS guidance when determining whether a referral is required. GOV.UK

11. Agency staff, contractors and other adults

Where agency staff, contractors, students or other adults have access to children, the nursery will ensure that appropriate suitability checks and safeguarding arrangements are in place.

For agency workers, we will obtain confirmation from the agency that the required checks have been completed.

The nursery will not rely solely on verbal assurances where documentary evidence or confirmation is required.

Contractors and visitors will be appropriately supervised unless the required checks have been completed and their role permits unsupervised access.

12. Students and work experience

Students and work-experience placements will be subject to appropriate suitability checks according to their role and the current legal requirements.

Students will receive an induction covering:

- safeguarding;
- confidentiality;
- health and safety;
- behaviour expectations;
- professional boundaries;
- mobile phone and photography requirements;
- emergency procedures; and
- reporting concerns.

Students will be appropriately supervised and will not be given responsibilities beyond their competence or authorisation.

13. Induction

All new staff receive a structured induction before undertaking their full responsibilities.

Induction includes, as appropriate:

- safeguarding and child protection;
- whistleblowing;
- health and safety;
- fire and emergency procedures;
- first aid arrangements;
- behaviour management;
- equality and inclusion;
- confidentiality and data protection;
- online safety;
- mobile phone and photography procedures;
- professional boundaries;
- SEND and inclusion;
- complaints procedures; and
- relevant nursery policies.

Safeguarding information is prioritised at the beginning of employment.

14. Qualifications and professional development

Staff must hold the qualifications required for their role under the current EYFS qualification requirements.

The nursery checks and records relevant qualifications before appointment or as part of the appointment process.

We support staff to maintain and develop their professional knowledge through:

- safeguarding training;
- first aid training;
- mandatory training;
- supervision;
- team meetings;
- professional development;
- external training; and
- other relevant learning opportunities.

Training requirements are reviewed regularly to ensure they reflect current legislation and best practice.

15. Supervision and ongoing suitability

Safer recruitment does not end when an employee is appointed.

Managers monitor staff suitability through:

- induction;
- supervision;
- probationary reviews;

- annual appraisals;
- observation of practice;
- safeguarding updates;
- professional discussions; and
- ongoing monitoring of conduct and performance.

Staff are expected to maintain professional boundaries and follow all nursery policies.

Any concerns about a staff member's conduct or suitability will be addressed promptly.

Where a concern relates to safeguarding, the nursery will follow its Safeguarding and Child Protection Policy and, where appropriate, LADO procedures.

Current Ofsted inspection guidance specifically expects leaders to have clear procedures for safeguarding allegations and low-level concerns involving staff, agency workers, volunteers and contractors.

16. Staff medication, alcohol and other substances

Staff must inform the manager if they are taking prescribed or over-the-counter medication that may affect their ability to safely care for children.

The manager will consider whether appropriate adjustments or additional controls are required.

Medication belonging to staff must be stored securely and out of children's reach.

A member of staff who appears to be under the influence of alcohol or another substance that may impair their ability to safely care for children will not be permitted to work directly with children.

The matter will be managed in accordance with the nursery's employment and safeguarding procedures.

17. Staff absence and contingency arrangements

The nursery maintains sufficient staffing to meet statutory ratios and children's needs.

Annual leave and other planned absences are managed to ensure that staffing levels and qualification requirements are maintained.

Where a member of staff is absent due to illness, the manager will arrange appropriate cover.

The nursery maintains contingency arrangements for unexpected staff shortages.

These may include:

- use of appropriately checked existing staff;
- temporary adjustment of room arrangements;
- use of appropriately checked agency staff;
- adjustment of activities or provision where necessary; and
- temporary closure or reduced provision where safe staffing cannot be maintained.

The nursery will never compromise children's safety in order to remain open.

18. Notification to Ofsted

The nursery will notify Ofsted of changes and significant events where required by the current EYFS and registration requirements.

This includes changes to relevant persons, managers and other circumstances for which notification is required.

Where childcare is provided on domestic premises, additional notification requirements may apply to people aged 16 or over living or working on the premises. GOV.UK

19. Equality and inclusion

Impact Montessori is committed to equality of opportunity.

Recruitment and selection decisions will be based on the applicant's suitability for the role, qualifications, skills, experience and ability to meet the requirements of the position.

We will not unlawfully discriminate against applicants or staff on the basis of protected characteristics under the Equality Act 2010.

Reasonable adjustments will be made where appropriate.

Policy approval

This policy was adopted by: Impact Montessori Nursery

Date adopted: _____

Date of next review: _____

Signed on behalf of the provider: _____

Name: _____

Role: _____

Signature: _____

Date: _____