

RECRUITMENT POLICY

INTRODUCTION

At Milborne Ladybirds, we are committed to safeguarding and promoting the welfare of all children in our care. We are equally committed to recruiting, selecting, and retaining staff who share this commitment. This Recruitment Policy outlines the processes and checks in place to ensure that all staff, volunteers, students, and agency workers are suitable to work with children.

We follow the principles outlined in the: "*Keeping Children Safe in Education*" guidance and meet all requirements of the **EYFS (2024)** statutory framework. The Equality Act 2010. We welcome applicants based on their skills, qualifications and experience.

AIMS

- To deter unsuitable individuals from applying to work with children.
- To ensure that the recruitment and selection process is robust and consistent.
- To ensure that Milborne Ladybirds operates in line with current safer recruitment legislation and guidance.
- To promote a culture of safe, transparent practice and continuous safeguarding awareness.

RECRUITMENT PROCEDURE

1, ADVERTISING.

All vacancies will be advertised in a range of locations in order to reach a range of applicants via social media, local notices and national job vacancy websites.

1. Application Stage:

- All applicants must complete an application form, detailing full employment history, education, and qualifications.
- Applicants must declare any criminal convictions or safeguarding concerns.
- A CV alone is not accepted in place of a full application form.

2. Shortlisting and Interview:

- Candidates who meet the shortlisting criteria will be invited to a face-to-face interview with a panel.
- Candidates are required to bring the following documents:
 - Proof of identity (e.g. passport, driving licence, birth certificate)
 - Proof of address (e.g. utility bill or bank statement, dated within 3 months)
 - Evidence of right to work in the UK
 - National Insurance number documentation
 - Relevant qualifications
 - Disclosure of any criminal convictions or police involvement
 - Name change documentation, if applicable (e.g. deed poll or marriage certificate)

3. Interview:

- All interviews will include questions on safeguarding, child protection, and professional conduct.
- Interviewers will explore any gaps in employment or inconsistencies in application forms.
- Candidates are assessed for values, behaviours, and attitudes consistent with safeguarding children.

4. References and Pre-Employment Checks:

- A minimum of two written references will be obtained, ideally before interview, and always before employment starts.
 - Not accept open references e.g. to whom it may concern.
 - Not rely on applicants to obtain their reference.
 - • Ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
 - • Not accept references from a family member.
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.
 - • Ensure electronic references originate from a legitimate source.
 - • Contact referees to clarify content where information is vague or insufficient information is provided.
 - • Compare the information on the application form with that in the reference and take up any discrepancies with the applicant.
 - • Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.
 - One reference must be from the candidate's most recent employer or educational setting.
 - Any concerns raised in references will be followed up and documented.
 - All offers of employment are conditional upon satisfactory references and an Enhanced DBS check.

INDUCTION AND PROBATION

1. Induction Process:

- All new staff will complete a structured induction programme, including:
 - Reading and signing policies and procedures
 - Completing mandatory training (Safeguarding, Health & Safety)
 - Familiarisation with key procedures: whistleblowing, intimate care, fire safety, confidentiality

2. Probation Period:

- A 3-month probation period is in place for all new staff.
- New staff will not be allowed unsupervised access to children or carry out intimate care tasks (e.g. nappy changing, toileting) until:
 - Their DBS check is completed and confirmed as clear
 - They have completed their safeguarding training
 - Their identity and references have been fully verified

ONGOING SUITABILITY AND MONITORING

- Staff must make an **annual suitability declaration**.
- Staff are responsible for disclosing any:

- Health issues
- Criminal proceedings or convictions
- Changes in personal circumstances that may affect their suitability to work with children
- Any concerns about a staff member's ongoing suitability will be managed under the relevant safeguarding or disciplinary procedure.

ENHANCED DBS CHECKS

- All staff must hold an **Enhanced DBS check** with a check of the Barred List.
- New employees are required to register with the **DBS Update Service** (currently £16 annually),
- Milborne Ladybirds covers the cost of the initial DBS check for new employees.
- Confidentiality is maintained in line with DBS guidance. Disclosure certificates are not kept on file. However, the **issue date and certificate number** are recorded.

RECORD KEEPING AND CONFIDENTIALITY

- All recruitment documents are stored securely in locked cabinets with restricted access/ offsite with the trustees.
- Staff files include: application form, interview notes, references, ID checks, DBS certificate details, training records, and suitability declarations.

Reviewed and amended on 31.8.25

Samantha Mercer. Preschool Manager

Paul Tasker. Chair of Trustees