



# Brenchley Preschool

## Recruitment and Employment Policy

### Recruitment & Employment Policy

(Aligned with EYFS & Relevant Statutory Guidance, Effective September 2025)

#### 1. Purpose

To ensure safe, fair, and legally compliant recruitment and employment of staff, promoting the highest standards of care and safeguarding for children in our early years setting.

#### 2. Statutory Context

- From **1 September 2025**, the revised Early Years Foundation Stage (EYFS) statutory framework introduces strengthened safeguarding and safer recruitment requirements, applicable to both group-based and childminder settings
- The setting must also refer to **Keeping Children Safe in Education (2025)** and **Working Together to Safeguard Children** as overarching statutory safeguarding guidance

#### 3. Safer Recruitment Procedures

Our recruitment process incorporates specific steps to ensure only suitable individuals are appointed:

- **Formal job descriptions** and person specifications are defined for all roles.
- **Advertising with safeguarding focus**, including a safeguarding statement of our commitment to child protection
- **Shortlist and selection** includes identity verification, right-to-work checks, and assessment of qualifications, suitability, and values.
- **Mandatory references** are required—from current or most recent employers—and must be collected and verified before appointment
- Enhanced **Disclosure and Barring Service (DBS) checks** (including barred list checks) are required for all new staff and certain volunteers.
- **Interview questions** include safeguarding scenarios to assess candidates' awareness and judgment.

#### 4. Induction, Training, and Ongoing Employment

- New staff will undergo a comprehensive induction covering safeguarding, EYFS welfare requirements, whistleblowing, and setting policies.

- Our safeguarding policy must specify how training is delivered and how practitioners are supported to apply it in practice
- All staff (including students and trainees) who are counted in staff-to-child ratios must hold paediatric first aid (PFA) training, even if this is at one level below their training level
- Regular supervision, appraisal, and performance development are provided to all staff.

## 5. Whistleblowing & Reporting

- We maintain a clear whistleblowing policy, enabling staff to raise concerns safely and confidentially. This aligns with the strengthened whistleblowing provisions in the updated EYFS
- Concerns are investigated promptly and appropriately, with support and protection for staff who raise concerns in good faith.

## 6. Emergency & Safeguarding Follow-ups

- Our employment records include **multiple emergency contact details** per staff member, in line with EYFS updates
- We follow up on any prolonged staff absence to ensure welfare and safeguard the setting.

## 7. Equality, Inclusion, and Legal Compliance

- Our recruitment and employment practices comply with the **Equality Act 2010** to promote diversity and fairness.
- We also comply with broader employment law and data protection (GDPR) requirements We adhere strictly to EYFS-mandated staff-to-child ratios and qualification requirements, including those at Level 6 and above

## 9. Policy Review

- This policy will be reviewed annually or sooner if updates to EYFS or safeguarding legislation are made.

*This Policy was reviewed at a Management Meeting held on 1<sup>st</sup> September 2025*



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Mrs Victoria Relle – Chairman of Brenchley Preschool