**Safer Recruitment Procedures**

* All adults with access to children will have their identity checked.
* All adults will be DBS checked through Matrix (security watchdog).
* Staff will be checked on the update service each term to ensure there have been no changes to their suitability.
* All recruitment advertisements will highlight the importance of safeguarding and the requirement for 2 references and DBS checks.
* We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
* All applicants will be required to complete an application form and employment history. All gaps will be considered and may require explanations.
* We will always obtain two references prior to employment. This will include apprentices, students and volunteers. References will be checked to ensure that they originate from a legitimate source.
* Interviews will address safeguarding issues as part of their remit.
* New staff may be offered a temporary contract in the first instance and will always have 6 months’ probation.
* Staff appointed will be expected to maintain an up-to-date knowledge base by continuous training as required.
* Staff will receive regular support and development sessions with their appointed mentor or pre-school manager.
* An annual self-certification will be required from all adults to confirm that there is no change in their ability to work safely with children.
* Any volunteers will always be supervised.

Signed on behalf of the pre-school Chris Jones

Adopted 27.02.19

Reviewed 08.08.19, 19.07.20, 08.08.21, 17.08.22, 15.08.23, 05.08.24, 04.12.24, 05.08.25