



Recruitment, staff supervision & training policy

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding:

Suitable people

3.13 Providers must ensure that people looking after children are suitable; they must have the relevant qualifications, training and have passed any required checks to fulfil their roles. Providers must take appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced. Providers must also ensure that any person who may have regular contact with children (for example, someone living or working on the same premises the early years provision is provided), is suitable¹⁶.

3.14 Ofsted, or the CMA with which a provider of CoDP is registered, is responsible for completing suitability checks of:

- The provider.
- Every other person looking after children on domestic premises for whom the care is being provided. This includes students, who cannot be counted in the ratios until they have been deemed suitable.

Every other person living or working on any domestic premises from which the childcare is being provided, including requiring enhanced criminal records checks and barred list checks.

3.15 Registered group and school-based providers, except CoDP providers, must obtain an enhanced criminal records check for every person aged 16 and over (including for unsupervised volunteers, and supervised volunteers who provide personal care who:

- Works directly with children.
- Lives on the premises on which the childcare is provided (unless there is no access to the part of the premises when and where children are cared for) and/or
- Works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).

3.16 An additional criminal records check (or checks if more than one country) should also be made for anyone who has lived or worked abroad.

3.17 Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). Providers must not allow anyone whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.

3.18 Providers must record information about staff qualifications and the identity checks, vetting processes and references that have been completed (including the criminal records check reference number, the date a check was obtained and details of who at the setting obtained it).

3.19 Providers are required to make a referral to the Disclosure and Barring Service if a member of staff is dismissed (or would have been, had they not left the setting first) because they have harmed a child or put a child at risk of harm.

References

3.20 Providers must obtain a reference for any member of staff (including students and volunteers) before they are recruited.

Providers should:

- 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.

3.21 References should be provided for previous employees upon request in a timely manner. When asked to provide references, providers should ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. They should not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.

Disqualification

3.22 A provider or a practitioner may be disqualified from registration. Providers may find guidance about disqualification under the Childcare Act 2006 helpful. If a provider is disqualified, they must not continue as an early years provider or be directly involved in the management of any early years provision. When a person is disqualified, providers must not employ that person in connection with early years provision.

3.23 A registered provider must notify Ofsted, or the CMA with which a provider of CoDP is registered, of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. The disqualification of an employee or a person living or working at domestic premises where childcare is provided could be an example of a significant event²⁴.

3.24 The registered provider must give Ofsted, or the CMA with which a provider of CoDP is registered, the following information about themselves or about any person who lives or is employed in the same household as the registered provider:

- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.
- The date of the order, determination or conviction, or the date when the other ground for

disqualification arose.

- The body or court which made the order, determination or conviction, and the sentence (if any) imposed.
- A certified copy of the relevant order (in relation to an order or conviction).

3.25 The registered provider must provide this information to Ofsted/the CMA as soon as reasonably practicable, but, in any event within 14 days of the date the provider became aware of the information or should have reasonably become aware of it if they had made reasonable enquiries²⁵.

3.26 If a provider becomes aware of relevant information that may lead to an employee or a person living or working at domestic premises where childcare is provided being disqualified, the provider must take appropriate action to ensure the safety of children.

Staff taking medication/other substances

3.27 Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a practitioner is taking medication which may affect their ability to care for children, they should seek medical advice. Practitioners must only work directly with children if the medical advice received confirms that the medication is unlikely to impair that person's ability to look after children properly. All medication on the premises must be stored securely, and out of reach of children, at all times.

Smoking and vaping

3.28 Providers must not allow smoking in or on the premises when children are present or about to be present. Practitioners should not vape or use e-cigarettes when children are present, and providers should consider Public Health England advice on their use in public places and workplaces.

Safeguarding training

3.30 Providers must ensure that all practitioners are trained in line with the criteria set out in Annex C. Providers must ensure that practitioners are supported and confident to implement the setting's safeguarding policy and procedures on an ongoing basis. Providers should read [Stat guidance template](#)

3.31 The DSL must provide support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required. The DSL must attend a training course consistent with the criteria set out in Annex C.

3.32 Training must be renewed every two years. Providers may consider whether any staff need to undertake annual refresher training during any two-year period to help maintain basic skills and keep up to date with any changes to safeguarding procedures or as a result of any safeguarding concerns that occur in the setting.

Training and skills

3.33 What practitioners know, plan for, and do matters for children's learning, development, safety, and happiness in settings. Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues. Providers must support staff to undertake appropriate training and professional development opportunities to ensure they offer quality learning and development experiences for children that continually improves.

Supervision of staff

3.34 Providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. Effective supervision provides support, coaching, and training for the practitioner and promotes the interests of children. Supervision should foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues.

3.35 Supervision should provide opportunities for staff to:

Discuss any issues – particularly concerning children’s development or well-being, including child protection concerns.

Identify solutions to address issues as they arise.

Receive coaching to improve their personal effectiveness.

Paediatric First Aid

3.36 At least one person who has a current paediatric first aid (PFA) certificate must be on the premises and available at all times when children are present and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A. PFA training must be renewed every three years and be relevant for people caring for young children and babies.

3.37 Providers should take into account the number of children, staff, and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

3.38 All staff who obtained a level 2 and/or level 3 qualification since 30 June 2016 must obtain a PFA qualification within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting. All staff who have completed the experience-based route must obtain a PFA qualification before they can be included in the staff:child ratios at level 3. To continue to be included in the ratio requirement the certificate must be renewed every 3 years.

3.39 Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

English language skills

3.40 Providers must ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care. For example, settings must be able to:

Keep records in English.

Liaise with other agencies in English.

Summon emergency help.

Understand instructions. For example, about the safety of medicines or food hygiene.

At Little Squirrels nursery, we are committed to safeguarding and promoting the welfare of all children in our care. We are equally committed to recruiting staff who share this commitment. This safer 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.

The registered provider and the manager of the setting have completed safer recruitment training and at least one of them is included on every interview panel.

Recruitment

Our aim is:

- 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 the nursery operates in line with current safer recruitment legislation and guidance.
- To promote a culture of safe, transparent practice and continuous safeguarding awareness.

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 is not accepted in place of a full application form.

Shortlisting and Interview:

- Candidates who meet the shortlisting criteria will be invited to a face-to-face interview.
- 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)

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.

Reference checks:

- A minimum of two written references will be obtained, ideally before interview, and always before employment starts.
- 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.

- If this is not possible, for example if the applicant is applying for their first position, we will obtain character references and complete a risk assessment.

Induction process:

- All new staff will complete a structured induction programme, including:
 - Reading and signing nursery policies and procedures
 - Completing mandatory training (Safeguarding)

Probation period:

- A 3 month probation period is in place for all new staff.
- Where references are incomplete, probation may be extended to 6 months.
- 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

Mentoring and Support:

- Each new member of staff will be allocated a mentor who supports them during induction and probation.

Ongoing supervisions

The purpose of these is to foster a culture of mutual support and continuous improvement by providing support, coaching and training for staff, and encouraging confidential discussion of sensitive issues. The registered provider conducts supervision meetings with the manager.

- Staff must attend a supervision every 3 months and an annual suitability interview and a performance appraisal.
- 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.
 - Medications.
- Any concerns about a staff member's ongoing suitability will be managed under the relevant safeguarding or disciplinary procedure.
- Safeguarding is always discussed at staff meetings and all staff are provided with updates at least annually.
- Staff will have set targets during their supervision, these are based on management observations made of their practice and targets staff wish to make about their own development and goals.

Medication

Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a practitioner is taking medication which may affect their ability to care for children, they should seek medical advice. Practitioners must only work directly with

children if the medical advice received confirms that the medication is unlikely to impair that person's ability to look after children properly. All medication on the premises must be stored securely, and out of reach of children, at all times.

Smoking and vaping

Providers must not allow smoking in or on the premises when children are present or about to be present. Practitioners should not vape or use e-cigarettes when children are present, and providers should consider Public Health England advice on their use in public places and workplaces.

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), allowing regular checks by the nursery.
- The nursery 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 beyond 6 months. 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.
- Staff files include: application form, interview notes, references, ID checks, DBS certificate details, training records, and suitability declarations.

Disqualification

Staff are required to disclose any convictions, cautions, court orders or reprimands and warnings which might affect their suitability to work with children, whether these occur prior to, or during, their employment at the setting. They are asked to confirm this at each supervision meeting.

Training

We value our staff highly. We believe that ongoing personal and professional development is essential for the delivery of high-quality learning and development opportunities for children in their early years.

The overall quality of our nursery is underpinned by our staff having the appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities.

Every staff member is given the opportunity to further develop their training, knowledge and skills through a choice of professional development. All staff are paediatric first aid trained, if when staff start with us they do not have a first aid certificate then they will be booked on to the next available training course. Any staff who are not qualified will not be able to perform first aid on the children.

The first aid qualification must be renewed every 3 years.

All staff have up to date safeguarding training, this is renewed every 2 years.