



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Safer Recruitment Policy

Policy Statement

The Butterfly Rooms is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, students, apprentices, agency workers and contractors to share this commitment.

The Butterfly Rooms recognises that safer recruitment is an essential part of safeguarding and child protection. We are committed to ensuring that all individuals working with children are suitable, appropriately qualified, and safe to do so.

This policy has been developed in accordance with:

- Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers (September 2026)
- Childcare Act 2006
- Working Together to Safeguard Children
- Data Protection Act 2018 and UK GDPR
- Ofsted Registration Requirements and Inspection Framework

Aims

The aims of this policy are to:

- Protect children from harm.
- Deter unsuitable individuals from working with children.
- Ensure all recruitment decisions are based on safeguarding principles.
- Promote safe and fair recruitment practices.
- Ensure all legal and statutory checks are completed before employment begins.

Scope

This policy applies to:

- Permanent staff
- Temporary staff
- Bank staff
- Agency workers
- Apprentices
- Students on placement
- Volunteers
- Contractors who may have contact with children

Recruitment and Selection Procedures

The Butterfly Rooms will follow a robust recruitment process to ensure only suitable individuals are employed.

Vacancy Advertising

All job advertisements will include:

"The Butterfly Rooms is committed to safeguarding and promoting the welfare of children. All appointments are subject to safer recruitment procedures, including enhanced DBS checks, references and suitability checks."

Advertisements will clearly state:

- The safeguarding responsibilities of the role.
- Required qualifications and experience.
- That successful applicants will be subject to pre-employment checks.

Application Process

All applicants must complete a formal application form.

The application form will require:

- Full employment history with explanations for any gaps.
- Details of qualifications.
- Details of previous childcare experience.
- Disclosure of relevant cautions, convictions or investigations.
- Contact information for referees.

CVs may accompany an application but will not be accepted as the sole application document.

Shortlisting

The recruitment panel will:

- Assess candidates against the job description and person specification.
- Review employment history.
- Identify gaps in employment.
- Highlight any anomalies or concerns for discussion at interview.

All concerns will be investigated before an appointment is confirmed.

References

The Butterfly Rooms will obtain a minimum of two professional references.

References will:

- Be obtained directly from the referee.
- Be sought before employment commences.
- Come from the current employer wherever possible.
- Be completed by someone with appropriate authority.
- Verify the applicant's suitability to work with children.

The Butterfly Rooms will not:

- Accept open references ("To Whom It May Concern").
- Accept references from family members.
- Accept references provided by the applicant.
- Rely solely on character references.

Where references are unclear, incomplete or raise concerns, further clarification will be sought before employment is confirmed.

The reason for leaving previous employment will also be established and recorded.

Interview Process

All shortlisted candidates will attend a formal interview.

The interview will:

- Assess suitability for the role.
- Explore safeguarding knowledge and understanding.
- Examine professional values and attitudes.
- Discuss employment history and any gaps.
- Assess the candidate's ability to safeguard and promote children's welfare.

Interview records will be retained securely.

Pre-Employment Checks

No employee will commence unsupervised work with children until all required checks have been completed satisfactorily.

The Butterfly Rooms will complete the following checks:

Identity Check

Verification of identity using original documentation, such as:

- Passport
- Driving licence
- Birth certificate

Right to Work Check

The legal right to work in the United Kingdom will be verified before employment begins.

Qualification Checks

Original certificates will be reviewed and copied where qualifications are essential for the role.

Health Declaration

Applicants may be required to complete a declaration confirming they are physically and mentally fit to undertake their role.

Employment History Check

Any gaps or inconsistencies in employment history will be explored and documented.

Enhanced DBS Check

All staff working with children will be subject to an Enhanced Disclosure and Barring Service (DBS) Check. Where required, a Children's Barred List Check will also be completed.

Suitability Assessment

A final suitability assessment will be undertaken before employment is confirmed.

New Starters

Newly recruited staff:

- Must be supervised until all checks are completed.
- Must not have unsupervised access to children where suitability checks remain outstanding.
- Will complete a comprehensive induction programme.

Volunteers, Students and Agency Staff

The Butterfly Rooms will ensure that:

- Students are appropriately supervised.
- Volunteers are risk assessed and vetted according to their role.
- Agency staff have completed all required checks.
- Evidence of checks is obtained from employment agencies before deployment.

Induction

All new staff, students and volunteers will receive induction training covering:

- Safeguarding and Child Protection Policy.
- Whistleblowing Policy.
- Staff Code of Conduct.
- Online Safety.
- Health and Safety.
- Emergency Procedures.
- The role of the Designated Safeguarding Lead (DSL).
- Reporting concerns about children or adults.

Ongoing Suitability

All employees have a duty to immediately inform the Manager if they:

- Are arrested.
- Become subject to police investigation.
- Receive a caution or conviction.
- Become disqualified from working with children.
- Experience any change in circumstances that may affect their suitability to work with children.

Failure to disclose relevant information may result in disciplinary action.

Allegations Against Staff

Any safeguarding allegation concerning an adult working within The Butterfly Rooms will be dealt with in accordance with:

- Local Safeguarding Partnership procedures.
- Local Authority Designated Officer (LADO) guidance.
- The Butterfly Rooms Allegations Against Adults Policy.

Appropriate referrals will be made where necessary.

DBS Referrals

The Butterfly Rooms has a legal duty to refer individuals to the Disclosure and Barring Service (DBS) where:

- A person has harmed a child.
- A person has placed a child at risk of harm.
- A person leaves employment while under investigation for safeguarding concerns.
- A person is dismissed because they are considered unsuitable to work with children.

Record Keeping

The Butterfly Rooms will maintain secure records of:

- Recruitment documentation.
- Application forms.
- Interview notes.
- Reference checks.
- DBS details.
- Qualification checks.
- Identity checks.
- Right-to-work checks.
- Induction records.
- Safeguarding training records.

Records will be stored securely and in line with Data Protection legislation.

Responsibility

The Manager is responsible for:

- Ensuring safer recruitment procedures are followed.
- Verifying all required checks are completed.
- Maintaining recruitment records.
- Ensuring safeguarding remains central throughout the recruitment process.

All Staff are responsible for:

- Promoting children's welfare.
- Following safeguarding procedures.
- Reporting concerns regarding the conduct or suitability of any adult working with children.

Monitoring and Review

This policy will be reviewed annually or sooner if there are changes to legislation, Ofsted requirements, DBS guidance, safeguarding procedures or EYFS statutory requirements.

This policy was adopted by

The Butterfly Rooms Ltd

On

24th July 2026

Date to be reviewed

24th July 2027

Signed on behalf of the Management
committee

Name of signatory

Miss Aimee Thompson