

TWINKLE TOES DAY NURSERY

SAFER RECRUITMENT POLICY

Policy reviewed: October 2026

Next review: October 2027

Policy owner: Sumaya Ahmed, Nursery Manager

1. Our commitment

Twinkle Toes Day Nursery is committed to safeguarding children by ensuring that only suitable people are recruited to work with them. We follow safer recruitment procedures, promote equality and ensure children's welfare is our priority.

2. Legislation and guidance

This policy follows:

- Early Years Foundation Stage (EYFS) statutory framework 2026.
- Children Act 1989 and Children Act 2004.
- Safeguarding Vulnerable Groups Act 2006.
- Protection of Freedoms Act 2012.
- Equality Act 2010.
- Rehabilitation of Offenders Act 1974 and relevant Exceptions Order.
- Data Protection Act 2018 and UK GDPR.
- Current Disclosure and Barring Service (DBS) guidance.

3. Recruitment and selection

All vacancies will have a clear job description and person specification outlining responsibilities, qualifications and safeguarding expectations.

Applicants will complete an application form providing their identity details, full employment history, qualifications, relevant experience and two referees where possible. Employment gaps must be explained.

Recruitment decisions will be based on suitability for the role, without unlawful discrimination. Health information will be requested only when appropriate and handled confidentially.

Shortlisted applicants will attend a face-to-face interview with the manager and another appropriate member of the management team. Questions and answers will be recorded, and any concerns about suitability will be explored.

4. References and suitability checks

Before appointment, the nursery will:

- Obtain at least one written reference for every staff member, student and volunteer, directly from an appropriate referee. Open references will not be accepted.
- Obtain and assess references before recruitment is completed, resolving concerns before appointment.
- Verify identity, qualifications and employment history.
- Complete the appropriate enhanced DBS and Children's Barred List checks for the role.
- Carry out additional checks where appropriate, including overseas checks.
- Confirm that applicants are legally eligible and suitable to work in the role.

No new employee or volunteer will begin work until the required enhanced DBS and Children's Barred List checks have been received. The nursery will follow the current EYFS requirements for all relevant staff, students and volunteers.

Existing DBS certificates and the Update Service will only be accepted where permitted by current guidance and where the necessary checks, identity verification and suitability requirements are satisfied.

5. Criminal records and suitability concerns

Applicants must provide information lawfully requested about matters relevant to their suitability to work with children. Disclosures will be handled confidentially and assessed fairly, taking account of their relevance, seriousness and circumstances.

A criminal record will not automatically exclude an applicant. However, anyone barred from working with children must not be permitted to undertake regulated activity.

6. Starting work and induction

Employment offers are conditional on satisfactory recruitment checks and references. Original identity and qualification documents will be verified, and required records will be kept securely.

All new staff will complete an induction covering safeguarding, child protection, confidentiality, health and safety, emergency procedures, professional conduct and nursery policies. They will receive appropriate supervision and support from a designated mentor or manager.

7. Ongoing suitability and staff support

All staff must immediately inform the manager of any change that may affect their suitability to work with children, as required by law and nursery procedures.

The manager will review concerns promptly and take appropriate protective action. Staff suitability will be reviewed regularly through supervision, training, appraisal and documented declarations.

Staff must report safeguarding concerns and follow the nursery's safeguarding and whistleblowing policies.

8. Confidentiality and record keeping

Recruitment and DBS information will be stored securely, accessed only by authorised personnel and retained in accordance with data protection requirements and the DBS Code of Practice.

The nursery will maintain a record of required suitability checks, including the check type, date, certificate reference where appropriate and the recruitment decision.