

## **St Joseph's Preschool**

### **Safer Recruitment Policy**

St Joseph's Preschool are responsible and responsive employers and have effective systems in place to ensure safer recruitment of suitable staff.

This begins with our recruitment procedures:

We offer any vacancies on local and national job sites such as Indeed or Reed.

We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.

Submitted application forms are shortlisted using a points system which allows judgements to be made against the job description. The shortlisted candidates are then invited for an interview.

At interview, eligibility to work in the United Kingdom is assessed and if the applicant does not have that status, the interview process is terminated.

Interview questions are open and fluid, allowing the participant to enter into effective dialogue.

Successful candidates are invited to join a preschool session. During this time they are not allowed to support children in any personal care and are not left on their own at any time. They are observed and monitored by a senior member of staff.

### **Obtaining references**

As part of our commitment to safer recruitment St Joseph's Preschool will always obtain references from applicants for roles in our setting. Robust recruitment checks are essential to ensuring that unsuitable persons cannot have contact with children through employment with us. References will always be obtained prior to employment commencing in line with the requirements of the EYFS.

Our application process requires candidates to supply us with the contact details of a minimum of two suitable referees from their current employer, past employers, training provider or early years education and care setting. The referees must be a senior person within the organisation who is authorised to provide a reference.

If the applicant is not currently employed we will obtain verification of their most recent relevant employment.

If the applicant is not currently working with children we will obtain a reference from their most recent relevant employer from the last time they worked with children.

If the applicant has never worked with children we will obtain a reference from their current employer, training provider or education setting.

We do not accept references from family members or a generic reference i.e. 'to whom it may concern'.

We will not rely on applicants to obtain their references and we will always make direct contact with referees.

### **On receipt of references**

A reference received electronically will be checked to ensure that it originates from a legitimate source.

We will compare the information on the original application form against relevant information given in the reference; for example, checking that dates align and roles and responsibilities listed are consistent. Where this is not the case, we will take up any discrepancies with the applicant.

If information is incomplete or we feel it is insufficient for us to make an informed decision about the applicant's suitability, we will contact the referee for clarification.

Before an offer of employment is made we will ensure any concerns are resolved satisfactorily.

In line with best practice we will seek to gain explanations for any gaps in employment.

### **Commencement of employment**

Successful candidates will be subject to a three month probationary period on commencing their employment with us.

A full enhanced disclosure (DBS) relevant to the childcare workforce must be completed before staff can be left unsupervised with any of the children.

New members of staff have an induction period which includes training on Health & Safety policy and procedures and our Safeguarding policy.

To comply with Ofsted regulations, if a newly appointed member of staff requires a relevant and current paediatric first aid (PFA) certificate in order to be included in staff ratios, this qualification will be obtained within three months of starting work.

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This policy was reviewed and adopted at a Trustees meeting held on .....25/11/2025.....

Signed by .....THall.....

Name .....TERESA HALL..... Role .....Chairperson.....

Policies will be reviewed annually or sooner if there is a change in legislation which may affect it.

