



## **Safe Recruitment Policy**

At The Little Magpies Nursery, safeguarding and promoting the welfare of all children in our care is our highest priority. We are committed to creating and maintaining a safe, inclusive, and nurturing environment, and we expect all staff and volunteers to share this commitment. In line with Gateshead Council's safeguarding guidance and the statutory framework of the Early Years Foundation Stage (EYFS), this policy outlines our safe recruitment practices to ensure that only individuals who are suitable to work with children are employed.

### **Aim**

- To implement a fair, transparent, and robust recruitment process that places child safety and welfare at the heart of all decision-making.
- To deter, identify, and reject individuals who are unsuitable to work with or around children.
- To meet legal obligations and best practice recommendations regarding safer recruitment, as outlined in Keeping Children Safe in Education and EYFS statutory guidance.
- To create a culture of vigilance where safeguarding is embedded into every stage of the recruitment process.

### **Recruitment Process**

Recruitment will be carefully planned to allow sufficient time for rigorous selection and pre-employment checks. Each vacancy will include a detailed job description and person specification which clearly outline our safeguarding expectations. All adverts will state our commitment to safeguarding.

#### **The recruitment process will include:**

- Shortlisting applicants based on qualifications, experience, and suitability.
- Conducting structured interviews with a focus on safeguarding knowledge, values, and previous experiences with children.
- Verifying employment history and exploring any gaps in employment.
- All decisions and assessments will be clearly documented to support transparency and accountability.

## **Pre-Employment Checks**

Before employment begins, the following checks will be completed:

- **Enhanced DBS (Disclosure and Barring Service) check**, including a check against the children's barred list.
- **Two satisfactory references**, one of which must be from the most recent employer. References will be verified directly by telephone or email.
- **Proof of identity**, including photo ID and documentation to verify the right to work in the UK.
- **Verification of relevant qualifications and training certificates.**
- **Completed health declaration** to assess fitness to work with children.
- **Disqualification declaration** under the Childcare Act 2006.
- **Completion of a successful probationary period** (usually three months), during which performance, suitability, and conduct will be monitored closely.

Any anomalies, incomplete documents, or concerns will be thoroughly investigated prior to an offer of employment.

## **Ongoing Safeguarding Measures**

- All staff will receive **regular safeguarding and child protection training**, including updates in response to changes in legislation and best practice.
- **Annual reviews of staff files** will be conducted to ensure that all documentation, including DBS checks, remains current and compliant.
- Staff will receive **regular supervision and appraisals** where safeguarding knowledge and practice will be discussed.
- Any concerns regarding a staff member's suitability will be handled through our **allegations and safeguarding procedures**, in line with guidance from Gateshead's LADO (Local Authority Designated Officer).

## **Monitoring and Review**

This policy will be reviewed annually or sooner if there are updates in legislation, local authority guidance, or EYFS statutory requirements. All managers and staff involved in recruitment will be trained in safe recruitment procedures and are expected to adhere strictly to this policy.

## **Staff Induction**

Every new staff member will participate in a **comprehensive induction programme**. This will cover:

- Our safeguarding policy and procedures.
- Expectations regarding conduct, supervision, and communication with children.
- Key daily routines, risk assessments, and health and safety protocols.
- Observations of experienced staff to model high-quality practice.
- Identification and fulfilment of essential training needs.

The induction period will include regular feedback, support, and check-ins to ensure that new staff feel confident, supported, and fully aligned with our safeguarding culture.