



Safe Recruitment Policy

Little Learners Nursery takes its commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expects all staff, students and volunteers to do the same.

We aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team.

All our staff have job descriptions, which set out their roles and responsibilities.

We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, pregnancy and maternity, race, religion or belief, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

We only use reputable newspapers and the job center website when advertising any vacancies. The adverts always contain the statement written above, regarding our commitment to safeguarding and promoting the welfare of children and young adults.

All applicants will be required to complete an application form and will then receive a letter from the nursery stating whether they have been successful in reaching the next stage (face to face interview) or not.

Staff must have the relevant qualifications, training and have passed any required checks to fulfil their roles. We will take the appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced.

Ensure all candidates are aware they will need an enhanced CRB disclosure and the company will require to carry out their own.

CV's to be rigorously checked for gaps of employment or addresses and experience

All shortlisted candidates will receive a job description and where possible, have their references checked before attending an interview.

During an interview applicants will be asked to prove:

Their criminal history (disclosing anything that will show up on a DBS)

Detailed enquiries will also be made regarding any gaps in their employment.

The nursery manager and proprietor (or supervisor) will be present at interview although the final decision regarding employment will remain with the proprietor at all times.

Each applicant will receive communication from the nursery stating whether they have been successful or not.

An invitation for an interview with all the information detailed that they will need to bring along, including two forms of photo id.

We keep all records relating to the employment of our staff and volunteers; in particular those



demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.

Our staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings that are not eligible for 'filtering' by the disclosure and barring service (DBS), which may affect their suitability to work with children – whether received before, or at any time during, their employment with us .

Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

We then ask for feedback from the staff and senior staff on their performance within the room and with the children.

We provide our staff with induction training in the first week of their employment. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures are introduced within an induction plan.

We support the work of our staff by holding regular supervision meetings and appraisals.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

Staff taking medication/other substances

If a member of staff is taking medication which may affect their ability to care for children, We ensure that they seek further medical advice. Our staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

Staff medication on the premises will be stored securely and kept out of reach of the children at all times.

If we have reason to believe that a member of our staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

Managing staff absences and contingency plans for emergencies

Our manager organises our staff annual leave so that ratios are not compromised.

Where our staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.

Sick leave is monitored and action is taken where necessary, in accordance with the individual's contract of employment.
