

Razzy's Daycare & Nursery



Razzy's Daycare & Nursery
Est. 2025

Safer Recruitment Policy

Date of Issue: December 2025

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Introduction

Razzy's Daycare & Nursery is committed to providing the highest standards of care, safeguarding, and education for all children. Ensuring the safety and welfare of children in our setting begins with recruiting, selecting, and retaining staff who are not only skilled and professional but also demonstrate integrity, reliability, and a shared commitment to nurturing young children. This policy outlines the procedures and principles that underpin our approach to recruitment and selection, ensuring that every individual employed or engaged by the nursery is suitable to work in an early years setting. It should be read in conjunction with the Safeguarding Child protection policy, Staff Handbook, and EYFS statutory framework. The policy aligns with statutory and regulatory requirements including the Early Years Foundation Stage (EYFS 2025), Keeping Children Safe in Education (KCSIE 2025), the Childcare Act 2006, the Childcare (Disqualification) Regulations 2018, and the Disclosure and Barring Service (DBS) code of practice.

Legal and Regulatory Framework

This policy has been developed to comply with all relevant statutory guidance and legislation to ensure the safety and welfare of children in early years settings. This includes, but is not limited to:

- The EYFS statutory framework 2025
- KCSIE 2025
- The Childcare Act 2006 and associated regulations
- The Equality Act 2010,
- The Rehabilitation of Offenders Act 1974 (as it relates to exempt positions)

Compliance with this framework ensures that all staff working with children have been appropriately vetted, trained, and are suitable for their roles.

Aims of the Policy

Razzy's Daycare & Nursery aims to ensure that all recruitment, selection, and retention practices:

- Promote the welfare and safety of children at all times.
- Ensure all staff, volunteers, and contractors are suitably qualified, experienced, and committed to safeguarding.

- Comply with statutory requirements and best practice guidance for early years settings.
- Provide a fair, transparent, and consistent process for all applicants.
- Support diversity and equal opportunities within the workforce while maintaining rigorous safeguarding standards.

Recruitment and Advertising

Vacancies at Razzy's Daycare & Nursery are advertised openly on recognised recruitment websites and on the nursery's official website. All advertisements clearly state that the post involves working with children and include information about the nursery's commitment to safeguarding. Applicants are required to complete a full application form, which requests details of education, qualifications, work history, and any unspent convictions or cautions. Curriculum vitae alone will not be accepted. In addition, successful applicants must complete a Staff Disqualification Declaration Form and a Pre-employment Health Form to ensure their suitability for working in an early years setting.

Shortlisting and References

Shortlisting is conducted by a panel of at least two staff members, one of whom has completed accredited Safer Recruitment training. Applications are reviewed against the criteria in the job description and person specification, including experience, qualifications, and suitability to work with young children. Two professional references are requested for all shortlisted candidates, one of which must be from the applicant's current or most recent employer. References are verified, and any inconsistencies or safeguarding concerns are explored prior to an offer being made.

Interview and Assessment

All shortlisted candidates are invited to attend a formal interview, conducted in person wherever possible, with a panel including at least one member who has completed Safer Recruitment training. Interviews explore candidates' knowledge of safeguarding, suitability for working with children, and alignment with the nursery's ethos and values. Additional selection methods, such as practical tasks or scenario-based questions, may be used to assess competence. Candidates are provided with the job description, person specification, and relevant policies in advance, ensuring transparency and informed discussion during the interview.

Pre-employment Checks

All offers of employment are conditional upon satisfactory completion of statutory pre-employment checks. These include verification of identity, right to work in the UK, an Enhanced DBS check including the Children's Barred List, two satisfactory references, verification of professional qualifications, a Pre-employment Health Form, and completion of the Staff Disqualification Declaration Form in line with the Childcare Act 2006. Where applicable, prohibition orders and Section 128 checks are carried out, and overseas

checks are undertaken for candidates who have lived or worked outside the UK. These checks are recorded on the nursery's Single Central Register, which is maintained and regularly reviewed by the Nursery Manager.

Disqualification under the Childcare Act 2006

In accordance with statutory guidance, Razzy's Daycare & Nursery does not employ anyone who is disqualified from working with children. This includes staff directly employed in early years provision, those supervising children, and senior managers. Disqualification may arise from specific convictions, cautions, or other circumstances outlined in the Childcare (Disqualifications) Regulations 2018. Staff have a continuing obligation to notify the nursery if circumstances change that may affect their eligibility to work with children. Razzy's Daycare & Nursery does not unfairly discriminate against candidates with criminal convictions. Each case is considered individually, taking into account the nature of the offence, its relevance to the role, the time elapsed, and any evidence of rehabilitation. All positions are exempt from the Rehabilitation of Offenders Act 1974, and applicants must declare all relevant convictions not filtered by DBS rules. Failure to disclose relevant information may result in withdrawal of an offer or dismissal.

Induction and Probation

All new staff undergo a structured induction programme covering safeguarding, health and safety, EYFS requirements, and nursery policies. The induction period includes close supervision and mentoring to ensure understanding and compliance. Staff remain on probation, typically three months, during which suitability, performance, and adherence to safeguarding standards are closely monitored.

Contractors, Agency Staff, and Volunteers

Contractors and agency staff are required to provide written confirmation that all statutory checks have been completed prior to commencing work. Volunteers are assessed individually depending on their role, supervision, and level of contact with children. Visiting speakers are vetted appropriately to ensure they are suitable and safe to engage with children. All adults in regulated activity are subject to DBS and safeguarding checks.

Record Keeping and Data Protection

All recruitment records, including application forms, references, DBS certificates, health forms, and disqualification declarations, are stored securely in line with UK GDPR and nursery data retention policies. The Single Central Register records all statutory checks, their completion dates, and relevant outcomes, and is accessible only to the Nursery Manager and authorised personnel. Records of unsuccessful applicants are retained for six months before secure disposal.

Monitoring, Review, and Compliance

The Nursery Manager is responsible for ensuring the implementation and monitoring of this policy. The Single Central Register is reviewed regularly, and all staff involved in recruitment receive up-to-date training in Safer Recruitment. This policy is reviewed annually or sooner in response to changes in legislation, EYFS requirements, or best practice guidance.

Razzy's Daycare & Nursery is committed to maintaining rigorous recruitment standards to ensure children are protected, staff are competent, and the nursery provides a safe and nurturing environment. By following this Safer Recruitment Policy, we safeguard children while attracting, retaining, and supporting staff who share our values and commitment to excellence in early years education.