



At Twinkling Toddlers, we are committed to safeguarding and promoting the welfare of all children in our care. We are equally committed to recruiting, selecting, and retaining staff who share this commitment. This Safer Recruitment and Employment Policy outlines the processes and checks in place to ensure that all staff, volunteers, students, and agency workers are suitable to work with children.

We follow the principles outlined in the “*Keeping Children Safe in Education*” guidance and meet all requirements of the **EYFS (2025)** statutory framework.

Purposes

- To ensure all recruitment practices prioritise child safety, welfare and wellbeing.
- To establish a robust and transparent process that deters, identifies and prevents unsuitable candidates from working with children
- To promote a culture of vigilance in our nursery setting.

Recruitment Procedure

1. Job Descriptions and Advertising

- All job roles will clearly outline safeguarding responsibilities and our commitment to safer recruitment.
- Adverts will make clear that rigorous vetting procedures are part of our recruitment process.

2. Application Process

- All applicants will complete a detailed application form, including full work history and explanation for any gaps.
- Applicants will be required to declare any criminal convictions or reasons they may be disqualified from working with children.

3. Reference Checks (EYFS 2025 Requirement)

- Two professional references must be obtained and verified prior to employment, with at least one from a current or recent employer or training provider.
- Open references and references from family or friends **will not be accepted.**
- Referees will be asked specifically about the applicant’s suitability to work with children and any concerns regarding conduct or safeguarding.

4. Interviews and Assessment

- Structured interviews will include safeguarding-related questions.
- Candidates will be assessed for their attitudes, values, and understanding of child protection and safety responsibilities.

5. Identity and Qualification Checks

- Identity will be confirmed using official photographic ID and proof of address.



- Original qualification certificates will be checked and copied for the recruitment file.

6. Enhanced DBS Checks

- All staff, volunteers, students, or regular visitors aged 16+ will undergo an Enhanced Disclosure and Barring Service (DBS) check, including a check of the barred list.
- If a new staff member starts before their DBS check is complete, they will not be left unsupervised with children.

7. Disqualification by Association

- Staff must declare if they live with or are in a relationship with someone who is disqualified from working with children under the Childcare Act 2006.
- Disqualification checks will be completed and regularly reviewed.

8. Right to Work in the UK

- All new staff will be required to provide evidence of their legal right to work in the UK in compliance with immigration law.

Ongoing Suitability

- Staff will be required to complete an annual declaration confirming their ongoing suitability.
- Regular supervisions and monitoring will ensure continued commitment to safeguarding.

Record Keeping

- A single central record (SCR) will be maintained with details of vetting checks, references, DBS information, qualifications, and start dates.
- All recruitment records will be securely stored and made available during inspections.

Volunteers and Students

- Volunteers and students must undergo the same vetting procedures as staff if they work unsupervised or regularly with children.
- No volunteer or student will be left unsupervised until their DBS and reference checks are completed.

Training and Induction

- All new staff will complete an induction programme, including training in safeguarding, whistleblowing, safer eating practices, health and safety, and EYFS requirements.
- Ongoing training will support continuous development and compliance with EYFS 2025 expectations.



Policy Monitoring and Review

This policy will be reviewed **annually** or sooner if changes in legislation, statutory guidance, or safeguarding practice occur. Continual monitoring and evaluation of safeguarding strategies' effectiveness, informed by feedback from staff, parents, and external experts.