



Safer recruitment

, INDUCTION POLICY AND PROCEDURES

Ide Hill Pre-school is committed to developing a safe culture and ensuring that steps are taken to recruit staff and volunteers who are safe to work with children and staff. We recognise that we must ensure that people looking after children in our setting are suitable, have the relevant qualifications, training and have passed any required checks to fulfil their roles, prior to commencing employment.

- Kellie Ferguson/Committee of Ide Hill Pre-school are responsible for ensuring that the setting adopts an application, vetting and recruitment process which places safeguarding at its center, regardless of employee or voluntary role, and in line with the expectations listed in section 3 of the EYFS guidance.
- Kellie Ferguson/Committee of Ide Hill Pre-school is responsible for ensuring that the setting follows safe recruitment processes outlined within national and local guidance. At least one member of the interview panel will have completed safer recruitment training.
- To check and confirm the suitability of new recruits, the setting will ensure references in line with section 3 of the EYFS are obtained before employment. We will:
 - Not accept open references e.g. to whom it may concern.
 - Not rely on applicants to obtain their reference.
 - Ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
 - Not accept references from a family member.
 - Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
 - Secure a reference from the relevant employer from the last time the applicant worked with children. If the applicant has never worked with children, then we will ensure a reference is from their current employer, training provider or education setting.
 - Ensure electronic references originate from a legitimate source.
 - Contact referees to clarify content where information is vague or insufficient information is provided.
 - Compare the information on the application form with that in the reference and take up any discrepancies with the applicant.
 - Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.
- The setting will obtain an enhanced check by Disclosure and Barring Service (DBS) in respect of every person aged 16 and over (including unsupervised volunteers, and supervised volunteers who provide personal care) who:
 - works directly with children,
 - lives on the premises on which the childcare is provided and/or,
 - works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).
- An additional check by the DBS (or checks if more than one country) will also be made for anyone who has lived or worked abroad.



- Kellie Ferguson/Committee of Ide Hill Pre-school will ensure appropriate steps are taken to verify qualifications, including in cases where physical evidence cannot be produced.
- Kellie Ferguson/Committee of Ide Hill Pre-school is aware of the requirements to make appropriate checks regarding the disqualification status of all staff, including volunteers and temporary staff.
- Kellie Ferguson/Committee of Ide Hill Pre-school will ensure there is accurate maintenance of staff records which evidence the recruitment and vetting processes. These records will list staff, volunteers and Kellie Ferguson/Committee and include appropriate information, such as:
 - Dates of recruitment
 - Dates and details of references
 - Staff qualifications
 - Identity checks
 - Criminal records check reference number, including date a check was obtained and details of who obtained it
 - Eligibility to work in the UK checks
 - Other essential key data.
- We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, reprimands and warnings. We will ensure that all staff and volunteers have read our child protection policy and staff behaviour policy/code of conduct and understand that their behaviour and practice must be in line with it.

When asked for references for previous employees, the setting will ensure these are provided in a timely manner by a senior person with appropriate authority. Any references for previous employees will confirm whether the setting was satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns or allegations that meet the harm threshold. The setting will not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.

- Ide Hill Pre-school will advertise and make it known generally.
- Once an applicant has applied, he/she will be interviewed by the chairman of the committee (the employer) and manager.
- Following the initial interview, the applicant will be invited to spend at least one morning with the children.
- Following this initial morning, the chairman will offer a job to a successful applicant. If there are more applicants than vacancies, the chairman will keep a note of the reasons for a particular appointment, as opposed to another, and inform all candidates of the final decision.
- The successful applicant will, subject to all relevant references being satisfactory, be offered the position.
- From July, all staff must register with the ISA – Independent Safeguarding Authority.(date to be advised)



- Once employed, the member of staff will be given a contract to sign, a health declaration form to complete, together with our disciplinary policy, code of conduct and a list of duties and information relevant to the running of the pre-school. These must be read and clearly signed to ensure understanding.
- Once employed, the member of staff will be issued with a Staff Handbook.
- They will be familiarised with the building, health and safety and fire procedures.
- They must read all the policies and procedures.
- They will be familiarised with confidential information where applicable to any key children.
- They will be given details of the tasks and daily routines.
- New staff will be appointed a mentor.
- New staff will be advised of the induction plan by the manager. A checklist of tasks will be completed at each induction. The manager dates the checklist once each topic has been explained and the employee signs as proof they have been inducted and understood each topic.

INDUCTION POLICY AND PROCEDURES (cont)

During the first half term, the new member of staff will also be shown where and how the equipment is stored; made aware of safety with lifting and storing; be shown when and how to use the accident book and where it is kept; be shown the first-aid kit and which doors and storage cupboards belong to the group be given a set of keys for the hall and outside shed; be made aware of all curriculum planning, risk assessment, evaluation, the key person system and all relevant policies and practices for running the group safely and according to the government's EYFS. They will shadow a member of staff who will be appointed as their mentor. He/she will be informed about staff meetings. All new staff will be made aware of continuous professional development.

We hope all new staff will enjoy their time with Ide Hill Pre-School.

This policy was adopted at a meeting of the pre-school held on (date) 01/09/2025

Signed on behalf of the pre-school



C
Camilla Fay

Date

This policy will be reviewed in February 2026