

Little VIPs Safer Recruitment Policy



LOWTHER ENDOWED SCHOOL
& LITTLE VIPs DAY CARE



Policy Statement

At Little VIPs Day Care, we are fully committed to safeguarding and promoting the welfare of all children in our care. We recognise that safer recruitment is a fundamental part of creating a safe environment, and we take all reasonable steps to ensure that those working with children are suitable, qualified and appropriately vetted.

We expect all staff, students, volunteers and agency workers to share our commitment to safeguarding and to demonstrate this through their practice, conduct and professional behaviour at all times. This policy sets out the robust procedures we follow to recruit, select and monitor individuals working within our setting.

This policy is written in line with the requirements of the EYFS Statutory Framework (2025), Keeping Children Safe in Education (KCSIE 2025), and relevant safeguarding and employment legislation.

Leadership and Responsibility

Overall responsibility for safer recruitment lies with Michelle Clark (Headteacher), supported by Hayley Fassam (Nursery Manager and Designated Safeguarding Lead) and overseen by Alice Vince (Chair of Governors).

The leadership team ensures that safer recruitment procedures are implemented consistently and that all decisions prioritise the safety and welfare of children. At least one member of every interview panel will have completed safer recruitment training.

Our Approach to Safer Recruitment

We adopt a vigilant and thorough approach to recruitment, recognising that safeguarding begins before a member of staff is appointed. Our procedures are designed to deter, identify and reject individuals who may pose a risk to children.

All recruitment materials clearly state our commitment to safeguarding and make it explicit that appointments are subject to appropriate pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check with barred list information, suitable references and verification of qualifications and identity.

We ensure that equality of opportunity is embedded throughout the recruitment process in line with the Equality Act 2010, while maintaining a clear focus on safeguarding.

Advertising

Vacancies at Little VIPs are advertised through a range of appropriate platforms to ensure a fair, open and transparent recruitment process. These include the Westmorland and Furness Local Authority website, the school website, and relevant online platforms such as Indeed, as well as both the school Facebook page and local community Facebook groups.

All advertisements clearly communicate our strong commitment to safeguarding and promoting the welfare of children. They state that all appointments are subject to safer recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check with barred list information, satisfactory references, and verification of identity, qualifications and right to work in the UK.

Where applicable, advertisements also make clear that additional checks will be required for candidates who have lived or worked abroad.

We ensure that all recruitment materials promote our safeguarding ethos and actively deter unsuitable applicants from applying.

Application and Shortlisting

All applicants are required to complete a formal application using the Westmorland and Furness Local Authority application template, which ensures that a full employment history is provided and supports consistent and robust safer recruitment practices.

We do not accept CVs in place of an application form. This allows us to identify any gaps or inconsistencies in employment history, which are explored further during the recruitment process.

Shortlisting is carried out against a clear person specification to ensure candidates meet the essential criteria for the role. As part of our due diligence, candidates are informed that online searches may be undertaken to identify any publicly available information relevant to their suitability to work with children.

References

We recognise the importance of robust referencing in safer recruitment. At least two references are obtained for all candidates, and wherever possible these are sought prior to interview so that any concerns can be explored with the candidate at that stage. In all cases, references are obtained and verified before an appointment is confirmed.

References are always requested from the candidate's current or most recent employer and, where applicable, from their most recent role working with children. We do not accept open references, testimonials or references from friends or family members. All references are checked for authenticity and carefully scrutinised for any safeguarding concerns.

Interview and Selection

The interview process is designed to assess not only a candidate's skills and experience, but also their suitability to work with children and their commitment to safeguarding.

All candidates are required to provide proof of identity, evidence of their right to work in the UK and original qualification certificates. Interviews are conducted by a panel of at least two people, and consistent, value-based questions are used to ensure fairness.

Candidates are asked specific questions relating to safeguarding, child development and professional conduct, and their responses are carefully evaluated. Any gaps in employment history or discrepancies are explored in detail.

As part of the selection process, candidates are also required to participate in a supervised practical activity within the nursery, allowing us to observe their interaction with children and staff in a real-life context.

Pre-Employment Checks

A comprehensive range of pre-employment checks is carried out to ensure that all staff are suitable to work with children. These checks include an enhanced DBS check (including barred list information where applicable), verification of identity, confirmation of the right to work in the UK, qualification checks and satisfactory references.

Where an individual has lived or worked abroad, appropriate overseas criminal record checks are obtained.

All staff are required to complete a health declaration to confirm their physical and mental fitness to carry out their role. In addition, they must declare any convictions, cautions or other information that may affect their suitability to work with children, in line with the Childcare Disqualification Regulations.

Single Central Record (SCR)

As part of our responsibilities as a school-based setting, all safer recruitment checks are recorded on the Single Central Register (SCR), which is maintained by the school.

This record includes details of identity checks, DBS checks, right to work in the UK, qualification checks and any other relevant vetting information, along with the dates on which these checks were completed.

Induction and Probation

All new staff complete a structured induction programme to ensure they understand the nursery's policies, procedures and expectations. This includes safeguarding training, health and safety guidance and an introduction to the nursery's ethos and routines.

Each new member of staff is supported by a mentor or buddy and is subject to a probationary period of at least six months. During this time, their suitability for the role is closely monitored through regular meetings, feedback and support.

Delayed DBS Checks

In exceptional circumstances where a DBS check has been applied for but not yet received, a member of staff may begin work only under strict supervision and following a risk assessment. They will not be left unsupervised with children or undertake tasks such as intimate care, administering medication, accessing records or taking photographs.

Ongoing Suitability

Safeguarding is an ongoing responsibility, and we continually monitor the suitability of all staff through regular supervision, appraisals and annual suitability declarations.

Staff are required to inform the Nursery Manager immediately of any changes to their circumstances that may affect their suitability to work with children. This includes any incidents or information arising outside of the workplace. Failure to disclose such information may result in disciplinary action.

Managing Concerns

If concerns arise regarding the suitability of a member of staff, immediate action will be taken to ensure the safety of children. This may include removing the individual from duties while the concern is investigated.

Concerns will be managed in line with safeguarding procedures and may be referred to Michelle Clark (Headteacher), Alice Vince (Chair of Governors) and the Local Authority Designated Officer (LADO) for Westmorland and Furness where appropriate. The setting will fulfil its duty to refer individuals to the Disclosure and Barring Service where required.

Students, Volunteers and Agency Staff

Students, volunteers and agency staff are an important part of the setting and are appropriately vetted, inducted and supervised at all times.

In line with EYFS 2025 requirements, students aged 17 and over, long-term volunteers aged 17 and over, and apprentices aged 16 and over may only be included in ratios where the setting is satisfied that they are competent, responsible and hold a valid paediatric first aid qualification.

Agency staff are only used where appropriate checks have been verified, and they are not left unsupervised with children.

Training and Development

We are committed to ensuring that all staff receive ongoing training and professional development. This includes safeguarding updates, supervision, performance reviews and opportunities to develop their skills and knowledge in early years practice.

Monitoring and Review

This policy is monitored by the nursery leadership team and governing body to ensure it remains effective, consistent and compliant with current legislation and guidance.

Policy Review

This policy will be reviewed annually, or sooner if required in response to changes in legislation, statutory guidance or local authority procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for review
April 2026	Hayley Fassam – Nursery Manager	April 2027