



Safer Recruitment procedure

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Reviewed

When	First Review	Approval
11/12/2015	JLindow	TWilson
03/01/2016	JLindow	TWilson
16/01/2017	JLindow	TWilson
19/09/2017	JLindow	TWilson
05/08/2018	JLindow	TWilson
16/02/2021	JLindow	JWilson
26-02-2026	JLindow	TWilson



Lilly Brook Pre-School

Safer Recruitment Procedure

1. Job Description & Person Specification

- Clearly define role responsibilities, required qualifications, experience and skills.
 - Include explicit responsibility for **safeguarding and promoting the welfare of children**, maintaining professional boundaries and following nursery policies and procedures.
 - Reflect commitment to safeguarding in line with statutory requirements.
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2. Application Forms

- Use standardised application forms.
- Require **full employment history since leaving school**, with explanations for any gaps.
- Capture qualifications, previous DBS information and suitability declarations.
- Ensure GDPR consent is included for data processing and seeking references.

CVs may be accepted as supplementary information but will not replace the full application form.

3. Safeguarding Statement

- Include an explicit safeguarding commitment in adverts and application packs.
 - Make clear employment is subject to:
 - enhanced DBS clearance,
 - satisfactory references,
 - verification of identity and right to work,
 - health and suitability checks.
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4. Shortlisting & Interview

- Candidates are shortlisted against the person specification.



- Structured face-to-face interviews are conducted with clear scoring criteria.
- Interviews include specific questions to explore:
 - safeguarding knowledge,
 - attitudes towards child protection,
 - professional curiosity,
 - ability to maintain safe boundaries.
- Candidates are asked about criminal convictions, cautions, disqualifications or restrictions that may affect suitability.

At least one member of the interview panel will hold up-to-date safer recruitment training.

5. Identity, Right to Work & Qualification Verification

- Verify identity via photographic ID and proof of address.
 - Confirm the legal right to work in the UK.
 - Original qualification certificates must be seen and copied.
 - Where applicable, checks relating to prohibition or other statutory restrictions will be completed.
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6. Practical Assessment

- Candidates must prepare and deliver an age-appropriate activity observed by the manager or senior leader.
 - Assessment includes communication, engagement with children, behaviour management and awareness of safety.
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7. References

- A minimum of **three professional references** will be obtained.
 - One must be from the **most recent employer**.
 - References are sought **directly from the referee** and not accepted as open testimonials.
 - Any discrepancies, gaps or vague statements will be followed up.
 - Employment will not commence until references are considered satisfactory.
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8. Disclosure and Barring Service (DBS)

- An enhanced DBS check will be obtained before staff work unsupervised with children.
- Where staff are subscribed to the Update Service, the original certificate must be seen.
- Staff are required to maintain Update Service subscription or obtain a new DBS when requested.
- Staff must **inform the manager immediately** of any change in circumstances that may affect suitability.

If, in exceptional circumstances, a start date is agreed before DBS clearance is received, a written risk assessment will be in place, and the individual will be supervised at all times.

9. Disqualification Declaration

All staff will complete a declaration to confirm they are not disqualified from working with children under relevant legislation, including by association where applicable.

Any positive declaration will be risk assessed and may be referred to relevant authorities for advice.

10. Overseas Checks

Where a candidate has lived or worked outside the UK, additional checks such as a certificate of good conduct or equivalent evidence will be sought.

11. Offer of Employment & Contract

- A conditional offer letter will outline all pre-employment checks.
 - Two contracts will be issued and must be signed and returned prior to start.
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12. Induction & Mentoring

All new staff will receive a comprehensive induction including:

- safeguarding and child protection policy
 - whistleblowing
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- code of conduct & professional behaviour
- use of mobile phones, cameras and social media
- health & safety procedures

Staff must read and sign to confirm understanding.

A mentor will be assigned during the probation period to provide guidance, supervision and support.

13. Continuous Feedback & Probation Review

- Formal review at 3 months (or mid-point) and at the end of probation.
- Ongoing informal feedback and observations.
- Progress and any required improvements documented.

14. Volunteers and Students

Appropriate checks, risk assessments and supervision arrangements will be implemented in line with their level of contact with children.

15. Record Keeping

- The setting maintains a secure record of recruitment and vetting checks.
- This includes application forms, identity verification, qualifications, references, DBS information, disqualification declarations, contracts and induction records.
- Information is retained and disposed of in accordance with data protection requirements.

The setting maintains a **Single Central Record** of required checks.

Additional Recommendations / Good Practice

- Recruiting managers complete safer recruitment training and refresh it regularly.
- Whistleblowing procedures are actively promoted.
- Recruitment practices are audited periodically to ensure continued compliance.



- Staff suitability is reviewed annually via declaration.

Lilly Brook Pre-School Safer Recruitment Tick List	Action Completed (✓)	Notes
Job description & person specification created		
Application form completed with full employment history		
GDPR consent obtained		
Safeguarding statement in advert		
Shortlisting against person spec		
Safer-recruitment-trained panel member present		
Structured interview with safeguarding questions		
Criminal convictions & restrictions discussed		
Identity verified		
Right to work confirmed		
Qualifications checked		
Practical activity observed		
Three references obtained (one most recent employer)		
References verified & clarified		
Enhanced DBS obtained / update checked		
Change of suitability declaration signed		
Disqualification declaration completed		
Overseas checks completed (if needed)		
Risk assessment if DBS pending		
Conditional offer letter sent		
Contract signed & returned		
Induction completed		
Policies read & signed		
Mentor assigned		
Probation review scheduled		
Details entered on Single Central Record		
Records stored securely		
Whistleblowing shared		