



The Burrow

Policies and Procedures



4. Staff

The Burrow is committed to Safeguarding and Promoting the Welfare of Children and Young People and expects all staff, students and volunteers to do the same. Safeguarding children is everyone's responsibility.

4.1 Safer Recruitment

Policy statement

The Burrow strives to ensure that all people working with children in our nursery are suitable to do so and we are vigilant when recruiting new staff to join our team.

Our setting meets the Safeguarding and Welfare Requirements of the **EYFS Statutory Framework (DfE 2025) (AppOS3)**, by ensuring our staff are appropriately qualified, and all necessary checks are carried out in accordance with statutory requirements, including the Right to Work in the UK and those thorough the Disclosure and Barring Service (DBS).

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice, and have policies and procedures in place to enhance this process.

Procedures

We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff, including students, apprentices, and any volunteers who may have *unsupervised* access to children, as follows:

Advertising

- We are an equal opportunities employer and applications are welcomed from all parts of the community
- Applicants will be considered on the basis of their suitability for the post, regardless of disability, race, religion or belief, pregnancy and maternity, gender, sexual orientation, age, marriage or civil partnership
- Applicants will not be disadvantaged by us imposing conditions or requirements that are not justifiable
- Recruitment adverts are placed in appropriate publications and websites
- Clear statements in our recruitment advertisement and application pack advise that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate will require an enhanced DBS check to be made
- A person specification and job description forms part of the application pack which also includes our Safeguarding Statement
- Interested applicants are invited to visit the nursery informally prior to applying
- We only accept applications completed on our own **Application Form (App 4.1a)** and we make clear in our advert that CVs alone are not acceptable
- We inform applicants, through our Application Form that, if shortlisted, references will be sought prior to interview, and that referees should not be friends or family and one referee must be the applicant's current or last employer.

Shortlisting

- Applications received are held securely until the deadline date stated in the advertisement
- The Owner-Manager and Business Manager shortlist all applications using a robust shortlisting process and having regard to the extent to which candidates meet the job description and person specification as provided with the job advertisement
- We ensure that our staff qualification ratios meet current statutory requirements
- Managers scrutinise application forms, identifying any inconsistencies. At the interview, managers take the opportunity to investigate gaps in the employment history and/or any disclosures of criminal history
- Any shortlisted applicant who has declared a medical need is informed of our Administration of Medication Policy
- Applicants not successful in the shortlisting process are advised by email and given the opportunity to ask for feedback
- Documentation relating to unsuccessful applicants is shredded 2 weeks after being informed they have not been successful in their application, although contact details may be retained at the request of the candidate and kept securely for future use.

Interview Process

- Letters inviting shortlisted candidates to interview are emailed detailing the interview process, including date, time and presentation/observation requirements as necessary
- Shortlisted candidates are asked to bring 3 forms of identification, as required to complete the DBS check, and any qualifications stated in their application form. Copies of these are taken at interview, and destroyed for unsuccessful applicants
- The interview panel always consists of a minimum of two people who are directly employed by the nursery and have received at least the minimum level of safeguarding training
- **Interview Observation & Questions Record (App 4.1b)** relevant to the position advertised are used for the interview process
- The successful candidate is offered the position subject to satisfactory references and an enhanced DBS check
- Unsuccessful candidates are informed by email with the opportunity for feedback from the interview.

Staff Induction

- We complete a checklist of **Employment Requirements (App 4.1c)** for all new staff prior to their employment start date
- All new staff are issued with a full and relevant contract of employment, signed by both parties on commencement of employment
- New staff are asked to read and familiarise themselves with our Key Policies together with our **Staff Handbook (App 4.1d)** prior to their employment start date.
- We provide staff with their own **Staff Supervision & Appraisal Journal (App 4.2a)** in the first week of employment. This includes their initial induction training and Safeguarding Training which meets current requirements
- Other policies and procedures are introduced within the full induction plan.

On-going Safeguarding

- Where an individual new to the setting is subscribed to the DBS Update Service, we carry out a status check of their DBS certificate, after checking their identity and their original enhanced DBS certificate, to ensure it does not reveal any information that would affect their suitability for the post
- We keep all records relating to the employment of our staff and volunteers, including the date of issue, name, and type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision if necessary
- All staff are required to join the DBS update service (if they are not already) on employment, and staff are required to renew their subscription to this service on an annual basis while in our employ
- Staff are expected to disclose any involvement with the police which are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2020) which may affect their suitability to work with children, whether received before, or at any time during, their employment with us
- Staff are also expected to disclose if they have parental responsibility for a child who is being assessed for, or who has been placed on, a child protection plan
- Discussion of DBS disclosure is carried out at each staff appraisal, and all staff are asked to make the same disclosures as above
- Where we become aware of any relevant information which may render a member of staff unsuitable to continue working with children, we will take appropriate action to ensure the safety of children, following our **Staffing Policy (App 4.2)**. In the event of disqualification, that person's employment with us will be terminated and Ofsted will be notified
- We inform Ofsted of any changes to our Registered Person (director/owner) and/or our manager.

Signed: *L.B. Mee*

Name: Lynn Mee

On behalf of The Burrow Nursery