



Safer recruitment & Employment of Staff and Students

Date: 14/04/2026

Sign: Sam Norris

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Policy statement

We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that Our staff and volunteers are appropriately qualified, and We carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Procedures

Vetting and staff selection

- We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
- All Our staff have job descriptions, which set out their roles and responsibilities.
- We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage, or civil partnership. Applicants will not be placed at a disadvantage by Our imposing conditions or requirements that are not justifiable.
- We follow the requirements of the Early Years Foundation Stage and Ofsted guidance on checking the suitability of all staff and volunteers who will have unsupervised access to children. This includes obtaining references and ensuring they have a satisfactory enhanced criminal records check with barred list(s) check through the DBS. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) and the Protection of Freedoms Act (2012) for the vetting and barring scheme.
- **All staff will have had 2 references checks and completed before their start date along with a reference telephone call.**
- DBS is to be cleared before the start date of the employee, or a risk assessment will be put in place whilst pending.
- Where an individual is subscribed to the DBS Update Service, we carry out a status check of their DBS certificate and ask for them to sign up to the update service, after checking their identity and viewing their original enhanced DBS certificate to ensure that it does not reveal any information that would affect their suitability for the post. We also complete an Early years Personal File checklist.
- Our staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.
- We obtain consent from Our staff and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up to date for the duration of their employment with us.
- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person, owner(s) our provision) and/or our manager.

Training and staff development

- Our Snr Manager and Manager hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and at least half of our other staff members hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- We provide regular in-service training to all our staff - whether paid staff - through Edu care and Reading borough council – Brighter Futures and in house training.
- We support the work of Our staff by holding regular supervision meetings, appraisals and wellbeing meetings.
- All staff need to complete a suitability to ensure they are suitable for their role within Playday every six months
- We are committed to recruiting, appointing, and employing staff in accordance with all relevant legislation and best practice.

Staff taking medication/other substances

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Our staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and always kept out of reach of the children. (We be kept upstairs and the NOT on the settings floor.
- If We have reason to believe that a member of Our staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.
- If we have reason to believe that outside recreational drugs are impairing the work or safeguarding of children, this will follow disciplinary meeting along with welfare checks.
- Individual risk assessments are to put in place for adults that have diabetes.
- Any staff medication needs to be kept: Milestone in kitchen box provided Hemdean both cubs and bears in medicine box placed within kitchens.

Managing staff absences and contingency plans for emergencies

- The management team organises staff annual leave so that ratios are not compromised.
- Where Our staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained if required.
- Sick leave is monitored, and action is taken where necessary, in accordance with the individual's contract of employment and use of the Bradford Scale.
- If we are unable to open a room due to staff sickness, we will endeavour to follow out continuously plan.

Steps to recruiting: Step by step guide:

- Step 1: Look at C.V decide if we are going to invite for first interview, if so, email for interview.
- Step 2: Interview with two members of SLT:
- Step 3: Request references and invite for stay & play with second interview.
- Step 4: Offer letter, and request current reference.
- Step 5: All references have been called via telephone and information recorded.
- Step 6: DBS request.