



Safer Recruitment Policy

Introduction

At Pavilion Pre School Aigburth (CIO), we are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. This Safer Recruitment Policy ensures that our recruitment procedures comply with the Statutory Framework for the Early Years Foundation Stage (EYFS) 2025, Keeping Children Safe in Education (KCSIE) 2025, and other relevant guidance and legislation.

This policy applies to all individuals involved in recruitment and selection processes and covers all appointments, including permanent, temporary, voluntary, and agency staff.

Aims and Objectives

- To ensure that the best possible staff are recruited based on their merits, abilities, and suitability for the role.
- To ensure that all individuals working with children are appropriately vetted to identify any risk to children's safety and welfare.
- To comply with all legal responsibilities in relation to safer recruitment practices.

Recruitment and Selection Procedures

Planning and Advertising

- A clear and up-to-date job description and person specification will be developed for each role.
- Adverts will include a safeguarding statement, e.g:

"We are committed to safeguarding children. The successful applicant will be required to undertake an enhanced DBS check and provide references."

- We will discourage unsolicited CVs and ensure all applicants complete a full application form.

Application Forms

- All applicants must complete our standard application form, which includes:
 - Full employment history with explanations for any gaps.
 - Declaration of any criminal convictions or cautions.
 - Personal statement showing suitability for the role.

Shortlisting and Interviews

Shortlisting

- At least two people will be involved in the shortlisting process.
- Applications will be scrutinised for inconsistencies, gaps in employment, and safeguarding declarations.

Interview Process

- Interviews will be structured, and at least one panel member will have completed Safer Recruitment Training.
- Questions will explore suitability for the role and attitudes toward safeguarding and child protection.
- Any discrepancies or concerns raised in the application will be discussed and clarified.

Pre-Employment Checks

The following checks will be completed for all successful candidates:

- Enhanced DBS check with barred list (for roles involving regulated activity).
- Two satisfactory references, one of which must be from the current or most recent employer.
- Verification of identity, right to work in the UK, and relevant qualifications.
- Overseas checks for applicants who have lived or worked outside the UK, as required.

- Right to Work checks in line with UK law and Home Office guidance.
- Medical fitness confirmation, in line with the EYFS requirements.
- Self-declaration of disqualification (where applicable under the Childcare (Disqualification) Regulations 2018).

No candidate will be permitted to start work until all checks are satisfactorily completed.

Procedure if Pre-Employment Checks Raise Concerns

If any pre-employment checks (e.g. references, DBS, identity, right to work, employment history, or qualification verification) raise concerns about a potential employee, the following procedure must be followed to ensure safe and fair recruitment decisions:

1. Do Not Proceed with Appointment

- The candidate must not start work or have any unsupervised contact with children until all concerns have been fully investigated and resolved.
- Conditional offers of employment remain subject to satisfactory checks.

2. Gather and Review Information

- Identify the specific concern (e.g. discrepancy in employment dates, negative reference, DBS information, falsified documents).
- Collect all relevant documentation and evidence, including communication with referees or external agencies.
- Ensure information is handled confidentially and in line with data protection regulations (UK GDPR).

3. Discuss Concerns Internally

- The matter should be reviewed by the Designated Safeguarding Lead (DSL) and HR representative.
- Consider whether the concern has safeguarding implications or relates to suitability to work with children.

4. Seek Clarification from the Candidate

- Give the candidate the opportunity to explain or clarify the concern in writing or at a meeting.
- Keep a written record of all discussions and evidence provided.

5. Risk Assessment

- Where appropriate, conduct a risk assessment to evaluate whether the concern affects the individual's suitability for the role.
- Consider:
 - Nature and seriousness of the concern
 - Relevance to the role
 - Time elapsed since the incident (if applicable)
 - Evidence of rehabilitation or honesty
 - Potential risk to children or vulnerable adults

6. Decision-Making

- The final decision should be made by the DSL in consultation with the HR representative.
- If the concern relates to safeguarding or suitability, consider seeking advice from:
 - The Local Authority Designated Officer (LADO)
 - DBS (if barring information is relevant)
 - Ofsted or other regulatory body (if applicable)

7. Record-Keeping

- Keep a clear written record of:
 - The nature of the concern
 - Steps taken to investigate
 - Advice sought
 - The final decision and rationale

- Store all documentation securely and confidentially in the recruitment file.

8. Inform the Candidate

- Notify the candidate of the decision in writing.
- If employment is refused, ensure the letter explains that the decision was made in line with safer recruitment and safeguarding responsibilities.

9. Reporting (if necessary)

- If the concern involves a child protection issue, refer immediately to the LADO or relevant safeguarding authority.
- If false information or documents have been provided, report to the police if appropriate.

Ongoing Vetting and Suitability

- Staff must notify the setting of any changes that may affect their suitability to work with children.
- Staff disqualification declarations will be reviewed annually.
- Regular supervision and performance reviews will include a focus on safeguarding practice and conduct.

Agency and Third-Party Staff

- We will obtain written confirmation from any agency supplying staff that appropriate checks have been carried out, including a valid enhanced DBS certificate.
- We will check the identity of agency staff on arrival.

Volunteers and Students

- All volunteers and students will be subject to appropriate vetting procedures and supervised appropriately.
- Where volunteers are in regular contact with children, an enhanced DBS check will be required.

Record Keeping

- We maintain a Single Central Record (SCR) that details all pre-employment checks for staff, volunteers, and regular visitors.
- Recruitment records will be retained securely for a minimum of 6 months if an applicant is unsuccessful, or longer if appointed.

This policy was adopted in September 2022

This policy will be reviewed annually or as required

Last updated: 12.11.25.2025

Signed by Chair of Trustees:



Signed by Operations Manager:

