

Safer Recruitment Policy (Updated EYFS September 2025)

Policy Statement: At Butterflies Nursery, we are committed to ensuring that all individuals working or volunteering in our setting are suitable, qualified, and safe to work with children. Our Safer Recruitment Policy outlines a thorough process to prevent unsuitable individuals from gaining access to children and aligns with the EYFS 2025 statutory framework.

Purpose of Safer Recruitment

- To ensure all recruitment practices prioritise child safety and welfare
- To establish a robust and transparent process that deters, identifies, and prevents unsuitable candidates from working with children
- To promote a culture of vigilance in our childminding setting

Recruitment Procedures

1. Job Descriptions and Advertisements

- All job roles will clearly outline safeguarding responsibilities and our commitment to safer recruitment.
- Adverts will make clear that rigorous vetting procedures are part of our recruitment process.

2. Application Process

- All applicants will complete a detailed application form, including full work history and explanation for any gaps.
- Applicants will be required to declare any criminal convictions or reasons they may be disqualified from working with children.

3. Reference Checks (EYFS 2025 Requirement)

- Two professional references must be obtained and verified prior to employment, with at least one from a current or recent employer or training provider.
- Open references and references from family or friends **will not be accepted**.
- Referees will be asked specifically about the applicant's suitability to work with children and any concerns regarding conduct or safeguarding.

4. Interviews and Assessment

- Structured interviews will include safeguarding-related questions.
- Candidates will be assessed for their attitudes, values, and understanding of child protection and safety responsibilities.

5. Identity and Qualification Checks

- Identity will be confirmed using official photographic ID and proof of address.
- Original qualification certificates will be checked and copied for the recruitment file.

6. Enhanced DBS Checks

- All staff, volunteers, students, or regular visitors aged 16+ will undergo an Enhanced Disclosure and Barring Service (DBS) check, including a check of the barred list.
- If a new staff member starts before their DBS check is complete, they will not be left unsupervised with children.

7. Disqualification by Association

- Staff must declare if they live with or are in a relationship with someone who is disqualified from working with children under the Childcare Act 2006.
- Disqualification checks will be completed and regularly reviewed.

8. Right to Work in the UK

- All new staff will be required to provide evidence of their legal right to work in the UK in compliance with immigration law.

Ongoing Suitability

- Staff will be required to complete an annual declaration confirming their ongoing suitability.
- Regular supervisions and monitoring will ensure continued commitment to safeguarding.

Record Keeping

- A single central record (SCR) will be maintained with details of vetting checks, references, DBS information, qualifications, and start dates.
- All recruitment records will be securely stored and made available during inspections.

Volunteers and Students

- Volunteers and students must undergo the same vetting procedures as staff if they work unsupervised or regularly with children.
- No volunteer or student will be left unsupervised until their DBS and reference checks are completed.

Training and Induction

- All new staff will complete an induction programme, including training in safeguarding, whistleblowing, safer eating practices, health and safety, and EYFS requirements.
- Ongoing training will support continuous development and compliance with EYFS 2025 expectations.

Alignment with EYFS 2025 Changes

This policy reflects the EYFS 2025 updates to safer recruitment, including:

- Stricter reference verification, requiring professional references from employers or training providers, not family or open references
- Requirement for all settings to outline recruitment and vetting procedures in safeguarding policies
- Greater accountability for ensuring only suitable people are recruited and retained
- Promotion of a safe culture where safeguarding is embedded into every part of the recruitment process

These changes help safeguard children more effectively by ensuring everyone working with or around them is suitable, qualified, and monitored in line with national expectations.

Signed: Chrissie Day

Date: 16/7/2025