



Safer Recruitment Policy for Early Years

1. Introduction

This policy outlines the recruitment procedures to ensure that all individuals employed in early years settings are safe to work with children. The aim is to prevent harm to children by adopting best practices in recruitment, selection, and vetting.

2. Purpose

- To ensure that all staff, volunteers, household members and contractors are fully vetted and suitable to work with children.
- To safeguard children from potential harm.
- To ensure compliance with current safeguarding regulations and best practices.

3. Recruitment Procedures

a. Job Description and Person Specification

- Clear and detailed job descriptions should outline roles, responsibilities, and expectations.
- A person specification should define the skills, qualifications, and experience required, ensuring that child protection and safeguarding experience are emphasized.



b. Advertising the Role

- Advertisements should highlight the commitment to safeguarding and child protection.
- Ensure the advertisement contains a clear statement on the employer's commitment to safer recruitment.

c. Application Form

- All candidates must complete an application form, which should request specific details regarding their qualifications, experience, and criminal history (including any spent convictions, in accordance with relevant legislation).
- A clear statement that falsifying information may result in withdrawal of the job offer.

d. Shortlisting

- Shortlisting should be carried out by at least two senior staff members to ensure transparency.
- Ensure all candidates meet the minimum requirements for safeguarding and qualifications.



e. Interviews

- Interviews should be conducted by at least two trained interviewers who are familiar with safeguarding principles. One member of staff will be Safer Recruitment trained.
- Questions should explore the candidate's knowledge and attitudes towards child protection, safeguarding, and professional boundaries.
- Ensure a clear understanding of the Early Years Foundation Stage (EYFS) and relevant safeguarding legislation.
- A reference from the previous employer will be obtained by Tribe Incorporated prior to an offer of employment.

4. Pre-Employment Checks

All candidates who are offered employment must undergo the following checks before starting work:

a. Identity Check

- Verify the candidate's identity using official documents (e.g., passport, birth certificate).

b. References

Tribe Incorporated will obtain a reference for any member of staff (including students and volunteers) before they are recruited. We will:



- Not accept an open reference
- Obtain the reference directly and not via the candidate
- Ensure the reference is completed by the applicant's current employer, training provider or education and has been completed by a senior member of staff with the appropriate authority
- Not accept references from a family member
- Obtain verification of the individuals most recent relevant period of employment where the applicant is not currently employed.
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children).
- Secure a reference from their current employer, training provider or education setting if the applicant has never worked with children.
- Ensure electronic references originate from a legitimate source.
- Contact referees to clarify content where information is vague or insufficient.
- Compare the information on the application form with that in the reference
- Establish the reason for the applicant leaving their current or most recent post and ensure any concerns are resolved satisfactorily before the appointment is confirmed
- Ensure references are provided in a timely manner.
- Ensure information provided by the referee is based on facts and not opinion and does not include information relating to unsubstantiated , unfounded, false or malicious allegation/concerns.



b. DBS Check (Disclosure and Barring Service)

- A DBS Enhanced Check must be obtained for anyone working with children to check for criminal records or other concerns related to safeguarding. Once issued, the candidate will be registered on the update service. This is the responsibility of the candidate. The setting Manager will hold their team to account for registering on the update service.
- Tribe Incorporated Ltd reviews suitability annually via the update service, and via a self-declaration document completed by all staff. Due to the domestic nature of our settings, the annual self-declaration document covers safeguarding suitability association.
- We will notify Ofsted of any significant event or declaration which is likely to affect the suitability of an employee or household member. This notification must be made within 14 days of the date we became aware of the information

c. References

- Obtain at least two references, one of which should be from the candidate's current employer (preferably a previous role working with children).
- The references should assess the candidate's suitability for working with children and any safeguarding concerns.

d. Right to Work Check

- Verify the candidate's legal right to work in the country (e.g., via passport, visa).
- Overseas applicants or applicants who have levied overseas will be subject to an additional criminal records check,



e. Qualifications and Training

- Verify relevant qualifications (e.g., Early Years Educator qualification, First Aid certificates).
- Check any ongoing professional development training, particularly around safeguarding.

5. Induction and Ongoing Training

- All new staff must undergo a comprehensive induction program, which includes child protection and safeguarding training.
- Staff will be introduced to the setting's safeguarding policies and procedures.
- Ongoing training will be provided on topics such as child protection, safeguarding updates, and behaviour management and an full annual safeguarding training session will be mandatory for all staff.

6. Probationary Period

- All new staff should undergo a probationary period (usually six months), during which their suitability for the role is closely monitored.
- Regular feedback should be provided during the probationary period to assess their performance and behaviour.



7. Monitoring and Review

- Information relating to staff suitability, checks, qualifications, references and vetting will be recorded on our central records document. This must include DBS number, the date the DBS certificate was issued and details of who obtained the check.
- Ongoing monitoring of staff behaviour is essential to maintain a safe environment.
- Any concerns about staff behaviour or performance should be investigated promptly and thoroughly.
- Regular reviews of the recruitment policy should be carried out to ensure its effectiveness and alignment with legislative changes.

8. Volunteers and Contractors

- Volunteers and contractors will undergo the same DBS checks as employed staff, especially if they have direct contact with children, live on the premises or work on the premises where childcare takes place (unless they do not work on the part of the premises where childcare takes place or do not work there at times when children are present. .
- It is essential that volunteers and contractors are always supervised appropriately.



9. Disqualification

- We will notify Ofsted of any significant event which is likely to affect the suitability of any person in regular contact with children on the premises and appropriate action will be taken to ensure the safety of children.
- We will make a referral to the DBS if a member of staff is dismissed (or would have been had they not left the setting first) because they have harmed a child or put a child at harm of risk.

10. Safer Recruitment in the Context of Agency Staff

- When using agency staff, ensure that the agency follows the same recruitment processes and has obtained the necessary safeguarding checks.
- Verify with the agency that the staff members are suitable for working with children.

This policy was adopted by: Tribe Incorporated Ltd

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Role: Owner/Director/DSL/SENCO

Signed on behalf of provider: