



General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Safer Recruitment Policy

Cherry Blossom Nursery and Preschool is committed to providing the best possible care to its children and to safeguarding and promoting welfare of young children. Cherry Blossom Nursery and Preschool also recognises the importance in providing a supportive working environment for all it's members of staff. Therefore the nursery aims to attract, recruit and retain staffs who share this commitment.

Our aims

To ensure that the best possible staff are recruited.

To ensure all job applicants are treated fairly

To ensure compliance with all relevant recommendations and guidance including the

recommendations of the Department for Education and Skills (DfES) In "safeguarding of children: safer recruitment and selection in education settings" and the code practice.

To ensure that the nursery meets it's commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre employment checks.

Recruitment and Selection Procedure

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role . A curriculum vitae will not be accepted in place of the completed application form any candidate

who submits a curriculum vitae will be asked to complete an application form. Applicants will receive a job description and person specification for the role applied for. The applicant may be invited to spend some time in the nursery on an informal basis after attending a formal interview.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following

The agreement of a mutually acceptable start date.

The receipt of two references (one of which should be from the applicants most recent employer) which the nursery considers satisfactory.

The receipt of a satisfactory DBS check.

If the above conditions are satisfied and the offer is accepted, the applicant is given a 3 month probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the nursery is 4 weeks. The nursery also reserves the right to extend this probationary period should it deem this necessary. The applicant would then be issued with a contract of employment.

Pre-Employment Checks

In accordance with the recommendations of the DfES In "Safeguarding children; safer recruitment and selection in education settings" the nursery carries out a number of pre-employment checks in respect of all prospective employees.

Verification of Identity and Address

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications.

Current driving licence or passport or full birth certificate; and

Two utility bills or statements (from different sources) showing their name and home

address; and Documentation confirming their national insurance number (P45, P60 or national insurance card); and

Documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. Marriage, adoption) he/she will be required to provide documentary evidence of the change.

References

AII offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which should be from the applicants current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee

should be a relative. AII referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

AII referees will be sent a copy of the job description and a person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

The applicants dates of employment, job title/duties, reason for leaving, performance, sickness, and disciplinary record.

Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of the children.

Whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young

people. The nursery will only accept references obtained directly for the referee. It will not rely on references or testimonials provided by the applicant or an open reference or testimonials.

The nursery will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

DBS Check

Due to the nature of the work, the nursery applies for DBS checks In respect of all prospective staff members, directors and volunteers.

The nursery will always request an Enhanced Disclosure as described below

An Enhanced Disclosure will contain details of any convictions on record including current and spent convictions (including those which are defined as "spent" under the rehabilitation of offenders Act 1974) together with details

of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter In question.

If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/her inclusion on the lists of those considered unsuitable to work with children maintained by the DfES and the department of Health.

AII staff are asked to complete a staff suitability declaration on commencement of employment and thereafter annually.

Retention and Security of Disclosure Information

The nursery's policy is to observe the guidance issued or supported by the DBS check on the use of disclosure information. In particular, the nursery will:

Store disclosure information and other confidential documents issued In regards to the DBS check in locked cabinets, access to which will be restricted to specific members of staff.

Not to retain disclosure information or any associated correspondence for longer than is necessary.

Ensure that any disclosure information is destroyed by suitably secure means such as shredding. Prohibit the photocopying or scanning of any disclosure information.

Retention of Records

If the applicant is appointed, the nursery will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the applicant is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant special requests the nursery to keep their details on file.

Queries

If the applicant has any queries on how to complete the application form or any other matter they should just contact the nursery.

This policy works alongside our data protection and confidentiality policy,
privacy notice which ensures compliance under GDPR regs.

Date: 10/10/2025

Karen Elliott

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