Safe Staff Recruitment Policy

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children. Little Steps Day Care Ltd is committed to safeguarding children and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to and competent in their roles.

We recognise the value of, and seek to achieve, a diverse workforce comprising different backgrounds, skills and abilities. As such we are committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, we uphold our obligations under law to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

The following procedures and practices are in place to ensure the safe recruitment of staff.

Stage 1: Advertising and Inviting Applications

All advertisements for posts will clearly stipulate the stance adopted by Little Steps Day Care Ltd by the inclusion of the following statement:

“Little Steps Day Care Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents, volunteers, visitors and contractors to share this commitment”.

Stage 2: Pre-Application Pack

Prospective applicants are supplied with the following:

- Application Form;
- Job Description & Person Specification;
- Safer Recruitment Policy
- Safeguarding Policy

All applicants must complete the application form in full with no unexplained employment gaps.

Reviewed on: 04/06/2025

Stage 3 Applicant Short-Listing

Candidates for the post and suited to the job description and person specification following analysis of their applications through a rating system will be short-listed following consultation between the manager and members of the interview panel.

Stage 4 Interview

Candidates selected for interview will have to provide proof of identity, certificates of qualifications, and eligibility to live and work in the UK.

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and will explore attitudes towards working with children.

Candidates will always be required:

- To explain satisfactorily any gaps in employment;
- To explain satisfactorily any anomalies or discrepancies in the information available to the interviewers
- To declare any information that is likely to appear on a DBS disclosure;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

References

At least one professional and one character reference will be sought directly from the referee.

References or testimonials provided by the candidate will never be accepted instead of a signed reference from a referee.

In cases of applicants being invited to interview, referees can be contacted by telephone or e-mail prior to receiving a written, signed reference.

Stage 5 Successful Candidate:

Pre-Employment Checks

Further to those checks at the point of interview the candidate will be required to provide all of the following prior to taking up the post being undertaken:

- Receipt of at least two satisfactory references
- Verification of the candidate's identity
- A satisfactory Enhanced DBS check.
- Verification of the candidate's medical fitness
- Verification of qualifications
- The production of evidence of the right to work in the UK

Stage 6 Induction

All newly appointed staff will, either prior to or at the point of taking up the post, undergo a program of induction appropriate for their post. The induction will specifically address issues concerning the safeguarding of children and young people as well as matters directly related to the operation of the post.

Stage 7 Continued Supervision

All staff at Little Step Day Care Ltd will undergo continued supervision and appraisals. This will involve regular appraisal meetings with the manager and both peer and manager observations of practice.

Suspected Child Protection Misconduct

If misconduct is suspected, the person in question will be suspended while a full investigation into the incident(s) will be performed. If reasonable evidence arises, contracts of employment will be immediately terminated and the appropriate authorities notified (Ofsted, LADO, Police etc). It is the duty of the manager at Little Step Day Care Ltd to report any person in contact with children considered to have harmed a child, or be at risk of harming a child, to the Disclosure and Barring Service (DBS) by completing a DBS referral form.

Rehabilitation of Offenders Disclosure

All posts within Little Steps Day Care are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

Reviewed on: 04/06/2025