

## Employment and Recruitment Policy



### Policy statement

As part of our commitment to safer recruitment we obtain references from applicants for roles in our setting. Robust recruitment checks are essential to ensuring that unsuitable persons cannot have contact with children through employment with us.

Related policies: Safeguarding; Staffing; Valuing diversity and promoting inclusion.

### Procedures

#### Vetting and staff selection

We offer equality of opportunity by using non-discriminatory procedures for staff recruitment and selection. We welcome applications from all sections of the community.

Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a particular disadvantage by our imposing conditions or requirements that are not justifiable.

Obtaining references is an essential element of our recruitment process. We will always obtain a reference prior to employment commencing in line with the requirements of the EYFS as follows:

- Our application process requires candidates, including those applying for a childminder assistant role, to supply us with the contact details of a suitable referee from:
  - Their current employer, training provider or early years education and care setting
  - A senior person within the organisation who is authorised to provide a reference.
- If the applicant is not currently employed, or is not currently working with children we will:
  - Obtain verification of the applicants most recent relevant employment if they are not currently employed
  - Obtain a reference from the applicants most recent relevant employer from the last time they worked with children
- If the applicant has never worked with children we will obtain a reference from their current employer, training provider or education setting.
- We do not accept references from the following
  - Family members
  - A generic reference i.e. 'to whom it may concern'.

#### **Once a reference is received**

- A reference received electronically will be checked to ensure that it originates from a legitimate source.
- We will compare the information on the original application form against relevant information given in the reference, for example, checking that dates align, and roles and responsibilities listed are consistent. Where this is not the case, we will take up any discrepancies with the applicant.

- If information is incomplete or we feel it is insufficient for us to make an informed decision about the applicant's suitability, we will contact the referee for clarification.
  - Before an offer of employment is made, we will ensure any concerns are resolved satisfactorily.
  - In line with best practice, we will seek to gain explanations for any gaps in employment.
- Where a successful applicant is subscribed to the DBS Update Service we carry out a status check of their DBS certificate, after checking their identity and viewing their original enhanced DBS certificate, to ensure that it does not reveal any information that would affect their suitability for the post.
  - We obtain consent from our staff and volunteers to carry out on-going status checks of the Update Service to establish that their DBS certificate is up to date for the duration of their employment with us.
  - We keep all records relating to the employment of our staff and volunteers; in particular those demonstrating that suitability checks have been done, including the date of issue, name, type of DBS check and unique reference number from the DBS certificate, along with details of our suitability decision.
  - Our staff are required to disclose any convictions, cautions, court orders, reprimands and warnings, or any other matter which may affect their suitability to work with children – whether received before, or at any time during, their employment with us.
  - Where we become aware of any relevant information which may lead to the disqualification of an employee from providing, or working in, childcare, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated and Woodland Corner will notify the DBS and any other relevant authority.

#### Notifying Ofsted of changes

- We inform Ofsted of any changes to our Registered Person, Committee and/or our manager.

#### Training and staff development

- All our staff have job descriptions, which set out their roles and responsibilities.
- Our manager and deputy hold the CACHE Level 3 Diploma for the Children and Young People's Workforce or an equivalent qualification and at least half of our other staff members hold the CACHE Level 2 Certificate for the Children and Young People's Workforce or an equivalent or higher qualification.
- We provide regular in-service training to all our staff - whether paid staff or volunteers - through the Early Years Alliance and external agencies.
- Our budget allocates resources to training.
- We provide our staff with induction training in the first week of their employment. This induction includes our Health and Safety Policy and Safeguarding Children Policy. Other policies and procedures are introduced within an induction plan.
- We support the work of our staff by holding regular supervision meetings and appraisals.
- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

#### Staff taking medication/other substances

- If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Our staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises will be stored securely and kept out of reach of the children at all times.

- If we have reason to believe that a member of our staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further disciplinary action will be taken.

Managing staff absences

- Our staff take their holiday breaks when the setting is closed. Where a staff member may need to take time off for any reason other than sick leave or training, this is agreed with our manager with sufficient notice.
- Sick leave is monitored and action is taken where necessary, in accordance with the individual's contract of employment.
- If a staff member is unable to attend the setting, we organise cover to ensure ratios are maintained.

This policy was adopted at a meeting of

Woodland Corner

Held on (date) 11<sup>th</sup> March 2026

Signed on behalf of the Management Committee

Jess Brown

Role of signatory (e.g. chairperson etc.)

Chairperson

Review date

March 2027