



# Rainbow Teddies Pre-school Policy Document

## Safer Recruitment Policy

### Safeguarding & Welfare Requirements:

1) Child Protection

2) Suitable People (*Disqualification/ Staff Taking Medication/Other Substances*)

### EYFS Key Themes and Commitments:

*A Unique Child*

*Positive Relationships*

*Enabling Environments*

*Learning and  
Development*

This policy was adopted at a meeting on: .....

Review Date: .....

Signed: ..... on behalf of the Management Committee

Print Name: ..... Position: .....

Signed: ..... Pre-school Manager



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## Safer Recruitment Policy

Rainbow Teddies Pre-school will ensure that adults looking after children, or having unsupervised access to them, are suitable to do so. All applicants for posts within the provision are clearly informed that positions are exempt from the Rehabilitation of Offenders Act 1974 (*Job Application Form*).

### In addition we:

- Will request a Disclosure & Barring Service (DBS) Disclosure, in respect of all people who work directly with children or who are likely to have unsupervised access to them.
- Will only allow people who have undergone a DBS check to have unsupervised contact with children on the premises.
- Will keep records to demonstrate to Ofsted that the appropriate checks have been sought, including the number and date of issue of the DBS Disclosure (previously CRB Enhanced Disclosure).
- We will employ persons based on their suitability and will request:
  - evidence of right to work in the UK;
  - two suitable written references;
  - full employment history;
  - qualifications evidence;
  - attendance for interview;
  - identity checks as necessary;
  - CRB/DBS enhanced disclosure.
- Prospective employees or volunteers will be notified that they are expected to declare all convictions and/or cautions; as well as court orders which may disqualify them from working with children or affect their suitability to do so.
- Staff and/or volunteers will understand that being under the influence of drugs or alcohol will not be tolerated.
- Where an employee or volunteer is taking medication which may affect their ability to care for children, medical guidance will be sought.
- We recognise that it is an offence under *Section 76 of the Childcare Act 2006*, to employ anyone who is disqualified from working with children.
- We recognise our own responsibility in relation to the *Safeguarding Vulnerable Groups Act (2006)*. When a person has left or been dismissed in connection with a child protection issue, we will notify the relevant authorities, such that the person concerned will be listed and effectively barred from working with vulnerable groups in the future.

See *Equality of Opportunity and Inclusion Policy*