



## Safer Recruitment Policy

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We will obtain enhanced DBS Checks (Disclosure and Barring Service), in respect of all people who work directly with the children or who are likely to have unsupervised access to them.

We will only allow people who have undergone an enhanced DBS check to have unsupervised contact with children on the premises.

We will keep records to demonstrate to OFSTED that checks have been done. They include the number and date of issue of the enhanced DBS Disclosure.

We have effective systems in place to ensure that practitioners and others likely to have unsupervised access to the children (including those living or working on the premises) are suitable to do so.

Disclosures will be handled in accordance with the DBS Code of Practice and Explanatory Guide.

We will make decisions of suitability using evidence from:

- References
- Full employment history
- Qualifications
- Interviews
- Identity checks
- Staff Suitability Checks annually
- Any other checks undertaken, for example medical suitability.

We will notify all people connected with our provision who work directly with the children that we expect them to declare to us 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.

Signed on behalf of the Management Committee:

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Chairperson

This policy was updated by the Manager and staff and will be updated annually. Next due to be updated: September 2021.

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”