Employment, Recruitment, Induction and Suitability Policies

This document combines:

The Employment of Staff Policy, the Recruitment of Ex-Offenders Policy and Induction of Staff, Volunteers, and Managers Policy.

Policy Statement

Bradpole Preschool is committed to recruiting, appointing and retaining staff who are suitable, qualified and able to provide high-quality care and education for children.

We recognise that the quality of our provision depends upon the knowledge, skills, suitability and professionalism of the adults who work within our setting. We therefore operate robust recruitment, induction, supervision and training procedures to ensure that all staff, volunteers, students and managers understand their responsibilities and can carry out their roles safely and effectively.

We are committed to safer recruitment practices, equality of opportunity and the fair treatment of all applicants. We also recognise the importance of ongoing professional development and supporting staff to maintain the highest standards of practice.

The welfare, safety and wellbeing of children remain paramount at all times.

This policy is made available to all applicants upon request and is published on our website.

Employment of Staff Policy

Recruitment and Selection

Bradpole Preschool works towards offering equality of opportunity through fair and non-discriminatory recruitment and selection procedures.

We welcome applications from all sections of the community and consider applicants on the basis of their suitability for the role, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Applicants will not be placed at a disadvantage through conditions or requirements that cannot be justified.

All staff members have a job description that clearly outlines their role and responsibilities.

Safer Recruitment

Bradpole Preschool follows safer recruitment procedures in accordance with the EYFS and safeguarding legislation.

1. **References:**
    - References are obtained directly by the Preschool Leads or Committee Chair and are never supplied by the applicant.
    - References should be addressed personally to the Preschool Leads rather than being addressed "To Whom It May Concern".
    - At least two references must be obtained before employment commences: one written and one verbal.
    - One of these references should be from the applicant's most recent place of employment.
    - References are reviewed and followed up by the Preschool Leads where appropriate.

2. Checks:

- We carry out identity checks where required.
- We verify qualifications where required.
- We obtain enhanced DBS checks. ID checks are carried out face to face during the initial enhanced DBS application.
- We assess each applicant's suitability to work with children.
- We ensure all recruitment decisions are made fairly and consistently.

Appointments are made by a panel of three people. This panel will normally consist of the Preschool Leads, together with the Chair of the Committee or another member of the core committee.
The Preschool Leads have completed safer recruitment training.

Employment Records

The Preschool maintains records demonstrating that appropriate checks have been completed for staff, volunteers and other adults working within the setting.

These records include information relating to:

• references
• qualifications
• identity checks where necessary
• A record of the DBS certificate reference number, the date the check was obtained and details of the issuing body
• suitability checks; and
• safeguarding training.

A written contract and job description are issued to all employees and signed by both the Preschool and the employee.
All new employees are subject to a three-month probationary period.

Staff Suitability

Staff are expected to disclose any arrests, charges, convictions, cautions, court orders, reprimands or warnings that may affect their suitability to work with children, whether received before or during their employment.

All staff complete an annual suitability declaration, confirming either that there have been no changes to their circumstances or providing details of any changes that may affect their suitability to work with children.

All staff receive safeguarding and child protection training appropriate to their role and are expected to understand the whistleblowing procedures and their safeguarding responsibilities.

Recruitment of Ex-Offenders Policy

Bradpole Preschool complies fully with the Disclosure and Barring Service (DBS) Code of Practice and is committed to treating all applicants fairly.

We do not discriminate unfairly against any applicant on the basis of a criminal conviction or other information revealed through a DBS check.

We recognise that a criminal record does not automatically prevent a person from working within an early years setting. Each case is considered individually, taking into account the nature of the role, the circumstances of the offence and any safeguarding implications.
Selection for interview is based on skills, qualifications, experience and suitability for the role.

DBS and Criminal Record Checks

• An enhanced DBS check will be obtained for all new staff members, volunteers, apprentices and students, unless under 16 and attending on a school-arranged placement, new employees and volunteers will not start until their enhanced criminal records and barred list checks have been received.
• All staff are required to hold an enhanced DBS certificate and as subscribe to the DBS Update Service.
• DBS status checks may be carried out at any time and are undertaken annually as part of our suitability procedures.
• Applicants are encouraged to disclose any criminal record information at an early stage of the recruitment process.
• Any information disclosed will be treated confidentially and shared only with those directly involved in the recruitment decision.
Where information is revealed through a DBS check, an open and balanced discussion will take place before any recruitment decision is made.
Failure to disclose information directly relevant to the role may result in a conditional offer of employment being withdrawn.
Information relating to criminal records is handled in accordance with the Data Protection Act 2018, UK GDPR and the DBS Code of Practice.

Induction of Staff, Volunteers, Students and Managers Policy

Bradpole Preschool provides an induction programme for all staff, volunteers, students and managers.

We recognise that effective induction is essential in helping individuals understand their role, maintain safe working practices and become familiar with the Preschool's ethos, routines and expectations.

The induction process helps ensure consistency of practice and promotes the safety and wellbeing of children.

Induction Programme

The induction programme includes:
• introductions to staff, volunteers, students and committee members where appropriate;
• familiarisation with the premises and daily routines;
• health and safety procedures;
• fire safety, evacuation and lockdown arrangements;
• safeguarding and child protection procedures;
• whistleblowing responsibilities;
• behaviour management expectations;
• professional conduct and staff responsibilities;
• confidentiality and data protection requirements;
• the curriculum and learning and development requirements;

• the role of the key person;
• supervision, appraisal and training arrangements; and
• relevant policies and procedures.

Where appropriate, new staff are introduced to parents and carers, particularly the families of their key children.

The induction period normally lasts for a minimum of three months and forms part of the employee's probationary period. (This may be extended if it is deemed necessary to do so.)

The Preschool Leads are responsible for ensuring that all new staff, volunteers and students receive appropriate induction.

Training and Staff Development

Bradpole Preschool values ongoing professional development and actively supports staff in developing their knowledge and skills.

We provide:
• regular in-service training opportunities;
• supervision meetings;
• annual appraisals;
• safeguarding updates;
• first aid training; and
• access to professional development opportunities.

The Preschool maintains a budget for resources and training.
The Preschool Leads are responsible for identifying training needs and carrying out regular training audits.

All staff complete paediatric first aid training and Food Hygiene training, which is renewed in accordance with current requirements.

Disqualification and Ongoing Suitability

Where the Preschool becomes aware of information that may lead to an individual's disqualification from working with children, immediate action will be taken to protect children and comply with statutory requirements.
Where appropriate:
• the individual may be removed from duties involving children while enquiries take place;
• advice may be sought from relevant agencies;
• Ofsted will be informed as required; and
• employment may be terminated where disqualification applies.
The Preschool will provide relevant information to Ofsted where required under the EYFS.
The Preschool will also notify Ofsted of changes to the person responsible for the provision and any other notifiable events required by legislation.

Staff Taking Medication or Other Substances

Where a member of staff is taking medication that may affect their ability to care for children, they must seek appropriate medical advice.

Staff may only work directly with children where medical advice confirms that the medication is unlikely to impair their ability to care for children safely.
All medication belonging to staff must be clearly labelled with the individual's name and stored securely, out of children's reach.
If there is reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be permitted to work directly with children and appropriate action will be taken.

To be read alongside the following policies:

- Staff Code of Conduct
- Staff Working with their Own Children or Close Relations – 2026
- Managing Staff Absence and Contingency Arrangements Policy
- Staff Supervision Policy

Legislation and Guidance

This policy has due regard to the following legislation, statutory requirements and guidance:

- Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers (effective from 1 September 2026).
- Childcare Act 2006.
- Children Act 1989.
- Children Act 2004.
- Safeguarding Vulnerable Groups Act 2006 (as amended).
- Equality Act 2010.
- Rehabilitation of Offenders Act 1974 and Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended).
- Police Act 1997.
- Health and Safety at Work etc. Act 1974.
- Data Protection Act 2018.
- UK General Data Protection Regulation (UK GDPR).
- Working Together to Safeguard Children (2026).
- Disclosure and Barring Service (DBS) Code of Practice.
- Ofsted requirements and guidance.

This policy was adopted by the Bradpole Preschool Committee

During the Autumn Term 2026

Date to be reviewed Autumn Term 2027