SAFER RECRUITMENT POLICY

Recruitment Checks

Obtaining references

As part of our commitment to safer recruitment Stepping Stones Pre-school will always 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.

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, 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.

Disclosure and Barring

Introduction

Stepping Stones uses the disclosure service to help assess the suitability of applicants for jobs full time, part time or volunteering opportunities that will bring them into contact with children. As a recipient of disclosure information we are obliged to comply fully with the DBS regulations. We will apply for these via Capita online portal.

All new employees will have a DBS done with us and go on the update service regardless of having a DBS from elsewhere and being on the update service. If a new employee is on the update service this can be checked and an employee can start if the DBS for Stepping Stones has not yet come through.

The Registered Person/Directors check will be applied for via the Ofsted DBS Application Portal and will be completed along with the appropriate EY2/3 paperwork for Ofsted. Ofsted will check for suitability of each person who forms part of the Registered Person and will notify of suitability.

Storage & Access

Disclosure information will not be kept in personnel files. Only the certificate and update number will be stored on a spreadsheet that is stored on a secure system. Only the Centre Manager and Business Manager have access to this file.

Handling

Disclosure information is only passed to those who are authorised to receive it in the course of their duties. It is a criminal offence to pass this information on to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicants' full consent has been given.

Renewal

As good practice we will check for updates to those enclosures that have been registered on the DBS update service. Where a certificate is not registered on the DBS update service we will re-apply for a new enhanced disclosure every 3 years.

DBS Update Service
All staff will be required to register with the DBS update service and Stepping Stones will pay for the cost of such service at renewal.
DBS update service www.gov.uk/dbs-update-service