



Recruitment and Selection Policy

Updated: 01.09.2025

Our Recruitment and Selection Policy should be read in conjunction with our Safeguarding Children and Child Protection Policy and Staffing and Employment Policy.

Procedures

Job Advertisement

- Includes reference to our safeguarding statement.
- Includes a statement that successful applicants will need to undertake an Enhanced Disclosure via the Disclosure and Barring Services.
- Include whether the role is exempt from the 'Rehabilitation of Offenders Act 1974' and all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- Advertisements specify the mix of qualities, qualifications, and experience the successful candidate will need to demonstrate.
- All vacancies are advertised internally as well as externally.

Job Description/Person Specification

- Includes reference to our safeguarding statement.
- Includes a statement that successful applicants will need to undertake an Enhanced Disclosure via the Disclosure and Barring Services.
- Include whether the role is exempt from the 'Rehabilitation of Offenders Act 1974' and all convictions, cautions, and bind-overs, including those regarded as 'spent', must be declared.
- All job descriptions and person specifications that involve working with children clearly describe the role, responsibilities, accountabilities, knowledge, skills, and experience required for safeguarding and promoting the welfare of children.
- Job Descriptions and Person Specifications refer to the responsibility for safeguarding and promoting the welfare of children and make specific reference to suitability to work with children.
- Person specifications explain how the requirements will be tested and assessed during the selection process.

Candidate Information Pack

- Candidate Information Packs include:
 - Application form and guidance notes
 - Job Description and Person Specification
 - Information about the Hanslope Pre-school Prospectus
 - Safeguarding Children and Child Protection Policy
 - Recruitment and Selection Policy, and are encouraged to look at all our policies on our website
 - Terms and Conditions relating to the post

Application Form

- Includes reference to our safeguarding statement.
- External applications are only accepted on an application form.
- Includes a statement that applicants will need to undertake an Enhanced Disclosure via Disclosure and Barring Services check and need to be registered where appropriate.
- Includes a section if the role is exempt from the 'Rehabilitation of Offenders Act 1974' and all convictions, cautions, and bind-overs, including those regarded as 'spent' must be declared.
- The application form requests information following guidance from Ofsted and the Local Safeguarding Children Board.
- The application form includes a signed declaration that the person is not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body.

- The application form includes a statement that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the Police.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- When an applicant applies for a position, they are provided with a copy of our Safeguarding Children and Child Protection Policy and our Recruitment and Selection Policy.
- A copy of the local Safeguarding Children Board Safer Recruitment Guidance and Ofsted's Safeguarding Children and Safer Recruitment document is always held on our Recruitment File for reference and to ensure that we comply with current legislation.

Scrutinising and Short Listing

- Information given on an application form is fully scrutinised to ensure that it has been fully and properly completed and that the information provided is consistent and does not contain any discrepancies.
- Any gaps in employment are highlighted to ensure that this is explored and verified with the applicant at the interview and with referees.
- Frequent changes in employment that do not show any clear career or salary progression, or a move from higher-paid permanent employment to temporary or supply work, are explored and verified with the applicant at the interview and with referees.
- All information provided by the applicant is verified with the referees after the short-listing process.

Obtaining References

As part of our commitment to safer recruitment, Hanslope Pre-school will always obtain formal written, verified, and independent 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 suitable referees from:
 - Their current or last employer, training provider or education institution.
 - 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' or open references.

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.
- Any Safeguarding concerns are followed up, and investigated.
- Before an offer of employment is made, we will ensure any concerns are investigated and resolved satisfactorily.
- In line with best practice, we will seek to gain explanations for any gaps in employment.

Further information and guidance

[A120 New Employee Handbook](#) (Alliance Publication)

[A128 Recruiting Early Years Staff](#) (Alliance Publication)

[A129 People Management in the Early Years](#) (Alliance Publication)

Interview

- At least 1 member of the interview panel is knowledgeable and experienced in safeguarding issues and has completed the Safer Recruitment Training.
- A standard set of questions and scenarios form part of the standard selection process, and any information required following scrutiny of the application form is highlighted for further questioning.

- Any conditional offer of employment is made subject to all the relevant pre-employment checks being made before taking up the position.

Training

- Safer Recruitment training is updated every 3 years.

Induction Training

- Induction Training lasts for 6 months (for new employees).

Staff Records

A single central record is held of staff employed, including details of the right to work, qualifications held, evidence of identity checks, vetting undertaken, and Enhanced Disclosure and Barring numbers.

Legislation

Children Act 1989 & 2004

Education Act 2002

Every Child Matters 2003

Working Together to Safeguard Children 2018

Safeguarding Vulnerable Groups Act 2006

Signed on behalf of Hanslope Pre-school

A handwritten signature in black ink, appearing to read 'Emma Courtney', written over a faint rectangular box.

Emma Courtney
Committee Chairperson
01.09.2025