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Safer Recruitment Policy

Little Learners

1. Statement of Intent

Little Learners is committed to safeguarding and promoting the welfare of children and young people. We recognise that safer recruitment and selection procedures are a key element in ensuring that children are protected from harm. This policy reflects our commitment to robust recruitment practices that deter, reject, and identify people who may pose a risk to children.

All staff, volunteers, students, and agency workers are expected to share this commitment. We operate safer recruitment procedures in line with statutory requirements and Ofsted expectations.

2. Statutory and Inspection Framework

This policy is written in accordance with the following legislation and statutory guidance:

- The Early Years Foundation Stage (EYFS) Statutory Framework (latest edition)
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- The Children Act 1989 and 2004
- The Childcare Act 2006
- The Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010

Ofsted will inspect how effectively these requirements are implemented in practice.

3. Scope

This policy applies to:

- Employees (permanent, temporary, and supply staff)
- Volunteers and students
- Agency staff and contractors

- Any individual who may have contact with children at Little Learners

4. Roles and Responsibilities

The Registered Provider/Director holds overall responsibility for ensuring safer recruitment practices are embedded and effective.

At least one person involved in recruitment and selection has completed recognised Safer Recruitment training.

All staff have a responsibility to:

- Uphold safeguarding practices
- Raise concerns about unsafe practice
- Follow whistleblowing procedures where appropriate

5. Safer Recruitment Procedures

5.1 Advertising and Information for Applicants

All recruitment materials:

- Clearly state our commitment to safeguarding children
- Make explicit that enhanced DBS checks are required
- Refer to the requirement for suitability checks under the EYFS

5.2 Application Process

- All applicants must complete a full application form
- CVs are not accepted in place of an application form
- Full employment history must be provided, including explanations for any gaps
- Applicants must declare relevant convictions, cautions, warnings, or disqualifications

5.3 Shortlisting

Applications are scrutinised for:

- Inconsistencies or unexplained gaps
- Evidence of suitability to work with children

Any concerns are explored during interview.

5.4 Interviews

- Interviews are conducted face to face wherever possible
- Safeguarding and child protection questions form a mandatory part of the interview

- Candidates are assessed against clearly defined role criteria

6. Pre-Employment Checks (EYFS Compliance)

Employment is conditional upon satisfactory completion of the following checks, as required by the EYFS:

- Enhanced DBS check (with barred list check where applicable)
- Two written references, one from the most recent employer, specifically commenting on suitability to work with children
- Verification of identity
- Verification of qualifications relevant to the role
- Right to work in the UK
- Health declaration confirming fitness to work with children
- Disqualification under the Childcare Act 2006 declaration

No individual will have unsupervised access to children until all checks are completed and recorded.

7. Induction and Ongoing Suitability

All new starters complete a structured induction that includes:

- Safeguarding and child protection procedures
- The role of the Designated Safeguarding Lead
- Staff code of conduct and behaviour expectations
- Whistleblowing procedures

Suitability to work with children is continually monitored through:

- Supervision meetings
- Appraisals
- Ongoing training

8. Allegations and Concerns About Staff

Any concern or allegation regarding a member of staff is managed in line with Local Authority Designated Officer (LADO) procedures and Little Learners' Safeguarding Policy.

Staff are required to report concerns immediately to the Designated Safeguarding Lead or Registered Provider.

9. Record Keeping and Single Central Record

Little Learners maintains an accurate Single Central Record which includes:

- Identity checks
- DBS information
- Qualification verification
- Right to work checks

Records are stored securely in line with data protection legislation and are available for inspection by Ofsted.

10. Equality and Fair Recruitment

Little Learners is committed to safer recruitment while ensuring equality of opportunity. Recruitment decisions are made based on suitability, experience, and competence, in line with safeguarding requirements.

11. Policy Review

This policy is reviewed annually and updated in response to changes in legislation, statutory guidance, or inspection requirements.
