



Safer Recruitment Policy

Bijou Day Nursery & Crèche, Cowbridge

Policy owner: Nursery Manager / Rheolwr y Feithrinfa

Version: 2.0

Last reviewed: June 2026 / Mehefin 2026

Next review: June 2027 / Mehefin 2027

Approved by: Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

1. Policy Statement

Bijou Day Nursery & Crèche is committed to safeguarding and promoting the welfare of children in our care. We recognise that safer recruitment is the first step in safeguarding and take a rigorous, consistent approach to recruiting, vetting and supporting all staff, students, volunteers and agency workers.

This policy complies with the Safeguarding Vulnerable Groups Act 2006; the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended); Childcare Act 2006; Wales Safeguarding Procedures 2019; National Minimum Standards for Regulated Childcare (Wales) 2016; CIW guidance; and the Disclosure and Barring Service framework.

2. Scope

This policy applies to all permanent, temporary, bank, and agency staff, students on placement, volunteers, and any person who will have regular contact with children at the nursery.

3. Recruitment Procedure

3.1 Advertising & Job Descriptions

- All advertisements and job descriptions include a statement about our commitment to safeguarding children
- Each position includes clear responsibilities related to safeguarding
- All posts are designated as exempt from the Rehabilitation of Offenders Act 1974
- Applicants are informed that posts involve working in regulated activity with children

3.2 Application & Shortlisting

- A full application form is required (CVs alone are not accepted)
- Applicants must provide a complete employment history with explanations for any gaps
- Short-listing is carried out by at least two people against person specifications
- Applicants are asked to declare any criminal convictions, cautions, or pending charges at application stage

3.3 Interview Process

- At least two panel members conduct each interview, at least one of whom has completed Safer Recruitment training
- Safeguarding-specific questions are included in every interview
- Any gaps in employment history or inconsistencies are explored
- Candidates' attitudes toward safeguarding and child protection are assessed
- Identity documents are verified at interview (original passport or birth certificate plus photo ID)

3.4 Conditional Offer & Pre-Employment Checks

All offers of employment are conditional upon satisfactory completion of the following:

- **Enhanced DBS check with barring list check (children's)** — completed before start date or, where DBS Update Service is used, checked before start and annually
- **Two references** — at least one from the most recent employer. References are followed up by telephone where necessary
- **Right to work in the UK** — verified with original documents
- **Qualification verification** — original certificates checked
- **Medical fitness** — self-declaration of physical and mental fitness to work with children
- **Overseas checks** — for applicants who have lived or worked abroad, additional checks are obtained as appropriate
- **Prohibition/disqualification checks** — checked where applicable

3.5 DBS Update Service

- All staff are encouraged to register with the DBS Update Service
- Where registered, online status checks are carried out at least annually and records maintained
- Where not registered, a new enhanced DBS check is carried out every three years

4. Induction & Probation

- All new staff complete safeguarding training within the first week of employment
- Staff receive a copy of the Safeguarding & Child Protection Policy, Whistleblowing Policy, Staff Behaviour & Code of Conduct Policy, and this Safer Recruitment Policy during induction
- Probation periods of 3–6 months are used to assess suitability, including safeguarding competencies
- Regular supervision meetings take place during probation

5. Ongoing Suitability

- Staff are required to disclose any changes to their circumstances that may affect their suitability (e.g. arrests, cautions, convictions, changes to household members)
- Annual suitability declarations are completed by all staff
- DBS checks are reviewed on a rolling 3-yearly basis or via the DBS Update Service annually
- Regular supervision and appraisal include review of safeguarding competence
- Peer observations include safeguarding awareness

6. Agency & Supply Staff

- We only use agencies that can demonstrate robust safer recruitment processes
- Written confirmation of a current enhanced DBS check with barring list is required before an agency worker starts
- Agency staff receive a safeguarding briefing on arrival, including evacuation procedures and reporting concerns
- Identity is verified on arrival against the DBS certificate photo

7. Students & Volunteers

- Students and volunteers undergo an enhanced DBS check before starting their placement
- Students and volunteers are never left alone with children or counted in ratios
- Refer to our Student & Volunteer Placement Policy for full details

8. Record Keeping

- A single central record (SCR) is maintained listing all staff, students, and volunteers with DBS certificate numbers, dates, update service status, references received, qualification checks, and induction dates
- Records are kept in line with Data Protection Act 2018 and GDPR
- DBS certificates are not retained; only certificate numbers and dates are recorded

9. Dealing with Concerns About Suitability

If information comes to light that raises concerns about a staff member's suitability to work with children, the Designated Safeguarding Person (DSP) and Responsible Individual will be informed immediately. Where necessary, CIW, the Local Authority Officer (LAO), and the DBS will be notified in accordance with our Safeguarding & Child Protection Policy.

Designated Safeguarding Persons

DSP: Elissa Clarke (Nursery Manager)

Deputy DSP: Josephine Evans

Bijou Day Nursery & Crèche

Responsible Individual: Samantha Rennison

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