Recruitment, Selection and Suitability of Staff Policy

Last reviewed: 26 October 2026
Approved by: Nursery Management
Next review: 25 October 2027

At Crossley Mill Nursery, we are vigilant in our recruitment procedures, aiming to ensure that all people looking after children are suitable to fulfil the requirements of their role. We are committed to ensuring that all staff, including students, volunteers, and any agency or supply staff, are suitable to fulfil the requirements of their role in order to work with, or be in regular contact with, children.

We have effective systems in place to ensure that practitioners and any other person who may have regular contact with children are suitable, as part of the recruitment process as well as monitoring continued suitability as part of regular staff and/or student supervision. No new employee, student, or volunteer will be permitted to commence employment or work in the nursery under any circumstances until a satisfactory Enhanced Disclosure and Barring Service (DBS) check and Children's Barred List check has been physically received, verified, and recorded.

1. Legal Requirements

- We abide by all legal requirements relating to safer recruitment set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations, including our legal responsibilities under the Equality Act 2010.
- We also follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks. We abide by the employer's responsibilities by informing the DBS of any changes to the suitability of our staff, whether this member of staff has left the Nursery or is still under investigation. Please refer to the Safeguarding Children and Child Protection Policy for further information.
- We strictly require all staff and prospective applicants to disclose any information affecting suitability, explicitly including arrests, charges, court orders, cautions, convictions, reprimands, or warnings. We will inform the DBS and notify Ofsted of any allegations of 'harm' (in line with the updated statutory reporting threshold) involving anyone working or volunteering on the premises.

2. Advertising

- We use our website, HebWeb, Facebook, and other reputable websites to advertise for any vacancies.
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safer recruitment procedures, including a mandatory Enhanced DBS check (required for all employees and volunteers, regardless of supervision status) and at least two independent references for every new employee.

3. Induction and Probation

- During their induction period, all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Children and Child Protection Policy,

ICT Policy, Lock Down Policy, Inclusion and Equality Policy, and Health and Safety Issues.

- New staff members will have a probationary period for the first 3 months of work during which suitability for the position to which they have been appointed will be assessed. The Nursery reserves the right to extend the probationary period if necessary. During the probationary period, there will be regular interim reviews, structured monitoring and benchmarks, early intervention on issues, and clear setting of expectations at the outset and when identifying areas for improvement along the way.
- The new member of staff will have regular meetings with their supervisor during their induction period to discuss their progress, support required, and/or further training and professional development opportunities.

4. Ongoing Support and Checks

- All staff are responsible for notifying the Manager in person if there are any changes to their circumstances that may affect their suitability to work with children. This explicitly includes any new arrests, charges, court orders, cautions, convictions, reprimands, warnings, or police investigations, including any incidents occurring outside the Nursery. Staff suitability status will also be checked through an annual 'staff suitability questionnaire'. Staff will face disciplinary action should they fail to notify the Manager immediately. Staff are also asked to declare this in each supervision meeting.
- We act on any information that comes to our attention that suggests someone may no longer be suitable for their role.
- All members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervisions and review meetings. Management may require this more regularly where health circumstances change.
- The Nursery Manager will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved. Please see the Disciplinary Procedure for further details.
- Every member of staff will have two meetings a year with their supervisor: a formal appraisal and a more informal review at one of the 8-weekly supervision meetings. This will provide an opportunity for the Management Team and staff member to discuss training needs for the following six months as well as evaluate and discuss their performance in the previous six months.
- The Management Team will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations, and constructive feedback.

- We will ensure staff receive continuous support, training, and supervision from management in order to provide a safe, secure, and healthy environment for all children in the Nursery.
- The Nursery will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.

5. Students, Volunteers, and Agency/Supply Staff

- All students will receive an interview to ensure they are suitable for the Nursery and an induction process to ensure they fully understand and are able to implement the Nursery procedures, working practices, and values.
- All students and volunteers will be fully supervised to ensure they receive the appropriate support, training, and information they may require.
- All students and volunteers aged 16 plus will be subject to an Enhanced Disclosure and Barring Service (DBS) and Barred List check. The checks must be completed in full, received, and verified prior to commencing any placement or work.
- We request confirmation that all necessary checks have been completed by the agency before using any supply or agency staff. Once checks are obtained, we record the DBS check reference number, the date the check was obtained, and details of who obtained it.
- We have a short induction prior to students and agency staff working with the children. It is our policy that all students and agency staff are fully supervised and never left alone with children.
- Students on long-term placements and volunteers (aged 17 or over) and staff working as apprentices in early **education (aged 16 or over) may be included in the ratios at the level below their level of study, only if the provider is satisfied that they are competent and responsible, and they hold a valid, current paediatric first aid (PFA) qualification.**

6. Children on Work Experience Placements

- A student aged 16 plus on work experience in the nursery is considered to be engaging in regulated activity.
- The student requires an Enhanced DBS check (with Barred List check). While this may be initiated by the work experience provider (e.g., school or sixth-form college), the certificate must be physically presented to, and verified on-site by, Crossley Mill Nursery management prior to their placement starting.