



## Kingsdown Pre-school Safer Recruitment policy

Kingsdown preschool works with staff and assistants and takes responsibility for ensuring their suitability to work with children and that they have a full understanding of the setting's safeguarding policy and procedures.

Any staff members or assistants working alongside us in the setting will have a full DBS check and given relevant safeguarding training. No employee is permitted to have any unsupervised contact to the children without these checks.

The setting's staff and assistants are informed that they must disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (EYFS September 2021 section 3.11)

Amy Bridges will carry out the 12 steps of recruitment

1. Pre recruitment planning - ensure we have an up-to-date policy
2. Ensure our safeguarding statement and policy are up to date
3. Job description and person specification
4. Advertising
5. Job application and information pack
6. Shortlisting
7. Interviews - selection and assessment
8. Decision making
9. Conditional job offer
10. Pre-employment checks
11. References
12. Confirmation of offer and start

This policy was reviewed by the pre-school on 11 April 2022 and will be reviewed annually or sooner if required

Signed on behalf of the pre-school: A.Bridges  
Chairperson of Kingsdown Pre-school Committee