



The Wye Nursery Policies and Procedures

Safer Recruitment Policy

The Wye Nursery have a legal responsibility to ensure that each member of our staff team is suitable to work with children and is not disqualified from working in childcare.

To help us establish this we ensure:

- Vacancies are advertised in a variety of places such as Hereford Times, Herefordshire Jobs Online and our website to ensure that we receive a good number of candidates for interview.
- There are effective procedures for staff appointments and have standard application forms, and job descriptions.
- Equal opportunities during the recruitment and interviewing process.
- There is evidence of qualifications and experience and that the individual provides details of knowledge of important childcare matters.
- Relevant and suitable references are obtained and verified.
- The correct checks are carried out such as DBS using recommended organizations.

All staff and volunteers are subject to enhanced DBS checks and will not be left unsupervised with the children until the DBS certificate is received back. This means that they will not be permitted to engage in activities such as toileting or changing clothes.

Records of those persons deemed suitable will be kept by keeping a record of the DBS unique number, the date the disclosure was obtained and details of who obtained it.

It is an offence under section 76, Childcare Act 2006, to provide early years provision if disqualified or be involved in the direct management of such provision if disqualified or to knowingly employ a disqualified person to work with children.

In the event of a disqualification of a member of staff, The Wye Nursery will take appropriate action to ensure the safety of the children.