



Recruitment, Selection and Suitability of Staff Policy

Cherish Childcare is committed to safer recruitment and to ensuring that staff, volunteers, students, agency workers and others in regular contact with children are suitable for their roles.

Safer recruitment principles

- Recruitment decisions are based on the role requirements, safeguarding, qualifications, experience, values and suitability.
- Equality and reasonable-adjustment duties are considered throughout recruitment.
- No person is allowed unsupervised access to children until required suitability checks are satisfactorily completed.
- Suitability is monitored throughout employment and not treated as a one-off recruitment check.

Advertising and applications

- Vacancies state Cherish Childcare's commitment to safeguarding and safer recruitment.
- Applicants receive clear job descriptions and person specifications.
- Employment history is reviewed and unexplained gaps are explored.
- Where proportionate, management may carry out an online search of shortlisted candidates using publicly available information to identify matters relevant to suitability; any concern is explored fairly with the candidate.

Interview and selection

- Shortlisted candidates are assessed against consistent role-related criteria.
- Identity and right-to-work evidence are checked.
- Interviews include safeguarding and values-based questions.
- Where appropriate, candidates complete a supervised practical exercise in the nursery.
- At least two people contribute to the overall appointment decision wherever practicable.



- Selection decisions and reasons are recorded.

References and pre-employment checks

- At least two suitable references are sought wherever practicable, including the most recent relevant employer where applicable, and are obtained before the person starts unsupervised work.
- References are checked for authenticity and any safeguarding concern, discrepancy or omission is followed up.
- Original qualifications are checked where required for the role and copies/details retained appropriately.
- Enhanced DBS and barred-list checks are obtained where legally required.
- Where an applicant has lived or worked overseas, additional overseas checks or evidence are sought where appropriate and available.
- The nursery records required vetting information, including DBS certificate number, date and who checked it, without retaining the certificate longer than necessary.

Starting work and delayed checks

Cherish Childcare aims to complete required checks before a person starts. Where a check is genuinely delayed, any decision to allow limited supervised activity before completion will be exceptional, risk assessed by management and only where legally permitted.

- A person awaiting required clearance will not be left alone with children.
- They will not undertake intimate care, administer medication, access confidential child records or take photographs independently.
- All staff who need to know will understand the supervision arrangements.
- The arrangement will be reviewed regularly until the outstanding check is completed.

Induction and probation

- New staff receive induction covering safeguarding, whistleblowing, staff conduct, health and safety, fire/emergency procedures, mobile devices, behaviour, SEND and other role-relevant policies.
- Understanding is checked through discussion and practice rather than relying only on signatures.
- New employees complete a six-month probationary period unless their contract states otherwise; the period may be extended where justified.



- Regular supervision/check-ins are used during probation to review performance, wellbeing, training and suitability.

Ongoing suitability

- Staff must disclose promptly any change in circumstances that may affect their suitability to work with children.
- Management acts on information suggesting that a person may no longer be suitable and may restrict duties while concerns are assessed.
- Suitability is discussed through supervision and annual review and may include updated declarations where appropriate.
- Health information is considered only insofar as it is relevant to safe performance of the role and reasonable adjustments.
- Safeguarding allegations or concerns are managed through the Safeguarding and Child Protection Policy and LADO procedures where applicable.

Agency staff, students and volunteers

- The nursery obtains confirmation that the required identity, DBS, reference and suitability checks have been completed before agency/supply staff are deployed.
- Agency staff receive a short induction before working with children and are supervised in line with the risk assessment and role.
- Students and volunteers receive an interview/induction appropriate to their placement and are supervised according to age, competence, role and suitability.
- Students, apprentices and long-term volunteers are only counted in ratios where the current EYFS permits and management is satisfied that they are competent and responsible.

DBS referrals and records

Where the legal criteria are met, Cherish Childcare will make a referral to the Disclosure and Barring Service, including where a person is dismissed or removed from regulated activity because they harmed a child or posed a risk of harm and would have been dismissed had they not left.