



## **24 Recruitment and Selection Policy**

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**Policy Statement** Summertime Nursery is committed to providing **equal opportunities for all applicants** and ensuring fairness and transparency throughout our recruitment process. We actively prevent discrimination in the recruitment and employment of staff and adhere to all relevant legislation and best practices.

### **Recruitment and Selection**

- Applicants will be assessed based on their **suitability, qualifications, and experience** for the post.
- Summertime Nursery complies with the **Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS)**.
- An **enhanced DBS check** is obtained for every individual aged 16 and over who works directly with children.
- For individuals subscribed to the **DBS Update Service**, a status check will be carried out.
- Additional criminal records checks will be requested for anyone who has **lived or worked abroad**.
- Applicants must provide **two satisfactory references** before starting employment—one should be from their current or most recent employer, training provider, or education setting and completed by a senior person.
- **References will be verified**: electronic references will be checked for authenticity, referees will be contacted if information is unclear or incomplete, and any concerns will be resolved before appointment.
- During recruitment, applicants will receive a copy of the **Safeguarding Policy**.
- Before starting work, staff must sign a **Suitability Declaration** and a **Confidentiality Agreement**.
- No person whose suitability has not been fully checked will have **unsupervised access to children**.
- Qualification certificates and identification documents will be **verified before employment**.
- All new staff receive the **Summertime Handbook** (policies and procedures) prior to starting. Staff are expected to read, understand, and adhere to these documents.
- New staff serve a **six-month probationary period**, which may be extended at the discretion of the manager or committee.

### **DBS Checks and Record Keeping**

We will securely record the following:

- Name of the individual
- Date of certificate issue
- Position applied for
- Unique reference number of the certificate
- Type of DBS check carried out
- Details of who obtained the check

### **Ongoing Suitability**

All staff must disclose any **convictions, cautions, court orders, reprimands, or warnings** that may affect their suitability to work with children, both before and during employment at Summertime Nursery.

### **Notifying Ofsted**

Summertime Nursery will inform Ofsted of any **changes to the Registered Person** or other relevant regulatory changes.

Catherine White  
Manager August 2025