



25 Recruitment and Selection Policy

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 who works for Summertime Nursery. No employment will commence until a satisfactory DBS result is received by the nursery.
- An enhanced Criminal-record and barred list check will be completed (or updates service checked) for any volunteers or regular visitors attending more than 3 days in a 30 day period..
- For individuals subscribed to the DBS Update Service, a status check will be carried out prior to them starting work.
- Additional criminal records checks will be requested for anyone who has lived or worked abroad.
- We will clarify any discrepancies, gaps or concerns before an appointment is confirmed
- 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, 2 references and DBS will be verified before employment and will be recorded and stored in individual staff folder.
- 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.
- Staff are made aware It is an employee's responsibility to inform management of anything that would affect their suitability to work with children.

Including

- Disqualification by association, (those closely connected or living with).
- Arrests
- Charges
- Convictions
- Cautions
- Court Orders
- Reprimands
- Warnings

DBS Checks and Record Keeping

We will securely record the following:

- Name of the individual



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- 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 September 2026