

1.7 Kamelia Kids - Safer Recruitment Policy

Policy Statement

At Kamelia Kids we are committed to strict safer recruitment statutory guidance to keep our children safe. By adhering to these, we aim to deter unsuitable people from applying for the role. We will follow the Statutory Framework for the Early Years Foundation Stage, Keeping Children Safe in Education (KCSIE) and HR best practices to ensure that all legal requirements have been met. This will ensure all employees are suitable and understand that safeguarding our children, their families and our nursery is our number one priority.

Procedures

Advertisement

When advertising jobs, a job description and personal specification must be used. All adverts must state Kamelia Kids commitment to safeguarding and that a full enhanced DBS check, with two satisfactory references is a requirement for successful candidates. This should deter unsuitable candidates from applying. We will also make sure that we advertise in a variety of places so that the adverts are seen by a wide variety of candidates.

Application Form

All applicants, internal and external must fully complete a Kamelia Kids application form, which must include full work history and an explanation for any gaps in employment.

The applicant must read and complete the criminal record self-declaration part of the application form and be aware of the strict safeguarding processes we have in place.

CV's will not be accepted.

We will provide a copy of the nursery's safeguarding policy and procedures on employment or refer to a link on our website.

Screening

The screening process will align with the job description and personal specification for the role.

There will always be two people involved in the screening process.

Kamelia Kids are committed to a fair and inclusive unbiased screening process.

We use social media to check candidates' online presence prior to interview, as part of our due diligence checks.

All employees that are involved with the recruitment process will undergo yearly safer recruitment training.

Interviews

All applicants that pass the screening stage will be invited in for an interview.

For certain roles, e.g. Nursery Manager, Deputy Nursery Manager, there will be an informal visit to the nursery, prior to short listing.

All applicants will be asked if there are any reasonable adjustments that need to be made during the recruitment process.

There will always be two members of staff conducting the interview, these must be from senior management or HR.

Three interviewers if this is a senior management position, these must be two Trustees and the Nursery Operations Director.

The interview question matrix must be used for each specific job type; these must be completed by the interviewees during the interview and kept alongside the application form for 6 months for unsuccessful candidates and will be transferred into the file of the successful candidates.

Candidates will be asked pre decided questions that are open questions, that will give examples of their experiences and knowledge, any concerns about the candidate must be addressed at this stage.

If the role involves working with the children, the candidate will spend some time fully supervised in a room with the children.

Right To Work

During the first interview, a right to work check is completed with the candidate to make sure they can legally work in UK.

This process also requires one form of ID to be seen and checked, and a copy is to be stored digitally or as a hardcopy.

Selection Procedure

Two employees or two Trustees and a senior manager will be part of the selection process. Candidates will be scored at interview stage and the position offered to the person with the highest score and with all interviewer's agreement.

Conditional Offer

All offers of employment will be conditional until satisfactory completion of the mandatory pre-employment checks; a satisfactory enhanced DBS has been received and 2 satisfactory references.

A consent form will be completed by the candidate to apply for references. We apply for 3 references, and employment can't commence until 2 have been received back.

If these come back unsatisfactory and information contained could be deemed as a safeguarding risk to the children, then the conditional offer will be revoked.

Pre Employment Checks

DBS

All staff must undergo an enhanced DBS check, if any offence is raised this must be looked at in relevance to the role by the Nursery Operations Director.

If the offense is related to children or could be deemed to pose a safeguarding threat, the offer of employment will be immediately withdrawn.

If the applicant is on the update service, they must bring in their original DBS certificate for Kamelia Kids to process an update check.

If they are no longer in possession of their original DBS certificate a new DBS check will be completed.

Individuals can join the DBS Update Service at the point that an application for a new DBS check is made.

Subscription to the service enables future status checks to be carried out by Kamelia Kids, with consent, to confirm that no new information has been added to the check since its issue.

All applicants must provide 3 original copies of ID to process their DBS check and update service check.

The forms of ID that can be accepted can be found here.

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-1-primary-identity-documents>

All Staff DBS numbers will be held on the Staff DBS spreadsheet and in personal records.

No Staff member, volunteer or work experience placement over the age of 16 will be able to start at Kamelia Kids until their DBS has been received back and is satisfactory.

References

References must be obtained before employment.

Each candidate must provide details for 3 references; one must be their current or most recent employer.

If the previous job was not a job in childcare, they must provide a reference for their last childcare job, training provider or education setting, being completed by a senior person with appropriate authority.

We will obtain verification of the candidates most recent relevant period of employment where they are not currently employed.

If the applicant is providing a character reference this must not be a relative.

Electronic and written references must originate from a legitimate source.

We will contact referees to clarify content where information is vague or insufficient information is provided.

We will compare the information on the application form with that in the reference and take up any discrepancies with candidate, establish the reason for the candidate leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

References will be kept on file, once reviewed and signed off by the Nursery Operations Director.

Work references must be sent to work email addresses.

Reference requests must be sent by Kamelia Kids HR department.

We cannot accept references collected by the applicant, open references e.g. to whom it may concern, or from family members.

All Work references must disclose if there are any safeguarding issues or disciplinarys on file, if the answer is yes this must be investigated by the Nursery Operations Director to see if the applicant is suitable to work at Kamelia Kids.

If the applicant is deemed unsuitable, their job offer will be immediately revoked.

All referees will be contacted via a phone call from HR once they have completed a written reference and asked if there is anything else that they would like to share about the candidate. This will be recorded in the candidates file, any concerns will be investigated by the Nursery Operations Director and if the applicant is deemed unsuitable, their job offer will be immediately revoked.

Qualifications

All original qualification certificates must be seen and vetted before an applicant starts and can be deemed qualified.

Checks must be completed to ensure the qualification is full and relevant to be included in the ratios.

A copy of their qualification will be kept in their HR file.

Dates of Paediatric first aid expiring must be tracked and courses provided in a timely manner, so that the employee remains qualified if this is a requirement of their qualification.

Health and Suitability Checks

Each new employee will complete a health declaration and suitability declaration form prior to starting work.

The nursery reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role.

This is to ensure the safety of the children and other employees.

Only when all the above has been signed off can a new employee start at Kamelia Kids.

Induction

All employees will undergo a thorough initial 6 months induction; this will be a mixture of face to face, online training as well as inhouse training.

They will be trained in safeguarding e.g. whistleblowing, Prevent, FGM, signs and symptoms of abuse, as well as health and safety, fire procedures and reading through the nursery policies and procedures.

Employees will also have a room/ support induction carried out by the Deputy Nursery Manager, Room Manager/ Deputy Room Manager, which will take up to six months.

Each stage of the induction will be required to be signed off and only once everything is signed off will the employee eligible to pass their probationary period of six months.

Probation Period

All new staff members will undergo a six-month probation period. Probation reviews will be held at months 1,2,3 and 4 where you will be reviewed under 5 categories:

Attendance
Punctuality

Work Performance / capability

Conduct

Teamwork

If you are falling short in any of these categories extra steps will be put in place to help you meet our expected standards and a time frame outlined for you to meet these.

At 5 months a final Probation review meeting will take place, (This can be held earlier if needed). If you meet all standards your probation period will be signed off and you will become a permanent team member at Kamelia Kids. If at this stage, you are still falling short in any of these categories and do not meet the required expectations Kamelia Kids will end the working relationship with one week's paid notice.

During the probationary period either party are entitled to end the working relationship with one week's written notice.

Ongoing Training and Checks

Kamelia Kids is committed to continuing the development of our employees through training courses, apprenticeships and reading our policies and procedures.

All employees will undergo paid yearly safeguarding training, and if the role requires, be paediatric first aid trained which is renewed every two years.

We require all staff to complete suitability and health care checks annually and to update us on any health or suitability changes that happen.

We will record information about staff qualification and the identity checks, vetting processes and references that have been completed, including the criminal records check reference number (DBS), the date a check was obtained and the details of who obtained it.

Volunteers/ Work Experience Placements

At Kamelia Kids we are pleased to be part of the local community and offer volunteering and work experience placements to help inspire the next generation of childcare educators. The safer recruitment policy also applies to this group and has been updated to reflect the removal of the supervision exemption for volunteers and workers in regulated activity with children. All volunteers and work experience placements that are over the age of 16 will need to undergo an enhanced DBS check before they can start their placement/ volunteering with us.

Regardless of age no one will be able to start a placement until we have received two satisfactory references before appointment is confirmed. Please see the reference section for the reference criteria. All volunteers and work experience placements will undergo a induction process, this will vary in length and detail depending on the length of time they will spend at Kamelia Kids. No volunteer or person on work experience will be left unsupervised at any time.

This policy will be reviewed annually or sooner, if necessary, in response to changes in legislation or best practice.

Legislation

Keeping children safe in education (KCSIE 2025)

[Keeping children safe in education 2025](#)

Checking a job applicant right to work

[Checking a job applicant's right to work - GOV.UK](#)

The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018

[The Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#)

Disqualification under the Childcare Act 2006 (update 2018)

[Disqualification under the Childcare Act 2006 - GOV.UK](#)

Criminal records checks for overseas applicants

[Criminal records checks for overseas applicants - GOV.UK](#)

Working or volunteering in regulated activity with children

<https://www.gov.uk/government/publications/working-or-volunteering-in-regulated-activity-with-children>