

2.1 Recruitment and Selection Policy

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2.1 Recruitment and Selection Policy

Policy statement

Miss B's Nursery is committed to employing and retaining staff who are experienced, skilled and suitable to work with children. Members of the team bring relevant qualifications, knowledge, and training to their roles, helping ensure high-quality care and education for every child.

The nursery aims to maintain staffing levels that not only comply with the **Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS)** but also, where possible, generally exceed the minimum ratio requirements. This helps ensure that children receive appropriate individual attention and that provision remains consistently high.

All newly appointed staff are recruited safely and appropriately. The nursery carries out the necessary checks, including **Disclosure and Barring Service (DBS)** checks and other suitability procedures, in line with statutory requirements.

In doing so, Miss B's Nursery supports children's rights under the **United Nations Convention on the Rights of the Child (UNCRC)**, including:

- **Article 3** – The best interests of the child must be a primary consideration.
- **Article 19** – Children have the right to protection from harm.
- **Article 28** – Children have the right to education in a safe and supportive environment.
- **Article 29** – Education should support the full development of the child's personality, talents and abilities.

Procedures

Miss B's Nursery seeks to retain high-quality staff, deploy them effectively, and recruit new team members carefully and fairly.

Why is our Safer Recruitment Process important?

At Miss B's Nursery, safeguarding is at the heart of what we do. The safety and well-being of every child is our highest priority.

We operate a robust safer recruitment process to ensure that all staff, volunteers and students are suitable to work with children and share our commitment to safeguarding.

This process includes thorough application screening, interviews, reference checks, verification of qualifications and employment history, identity and right-to-work checks, enhanced DBS checks, and ongoing suitability monitoring. By carrying out these checks, we aim to create a safe, nurturing, and secure environment where children can learn, develop, and thrive, and where parents can feel confident that their children are cared for by trusted, appropriately vetted professionals.

2.1.1 Equality of opportunity in recruitment and promotion

In line with the nursery's equal opportunities procedures, recruitment and promotion are carried out through fair, non-discriminatory processes.

Where there is a vacancy, applications are welcomed from all sections of the community. Decisions are based on a person's suitability for the role and not on protected characteristics such as:

- disability
- sex
- gender reassignment
- pregnancy or maternity
- race
- religion or belief
- sexual orientation
- age
- marriage or civil partnership

No applicant will be unfairly disadvantaged by conditions or requirements that cannot be justified.

This reflects **UNCRC Article 2**, which states that rights apply to all children without discrimination, and supports a nursery culture built on fairness and inclusion.

2.1.2 Suitability of staff and volunteers

Miss B's Nursery follows the EYFS and Ofsted requirements for checking the suitability of staff and volunteers, especially where they may have unsupervised access to children.

This includes:

- obtaining suitable references.
- completing enhanced DBS checks, including barred list checks where required.
- keeping clear records showing that checks have been completed in our **Single Central Record (SCR)**.

In line with safeguarding legislation, including the **Safeguarding Vulnerable Groups Act 2006** and the **Protection of Freedoms Act 2012**, the nursery maintains records relating to employment and suitability checks. These records include the date of issue, the type of DBS check and the certificate reference details and are kept securely.

All staff are expected to inform the nursery of any convictions, cautions, court orders, reprimands, or warnings that may affect their suitability to work with children, whether these occurred before employment began or during their time at the nursery.

Disqualification by association

Miss B's Nursery follows current legal requirements relating to disqualification. Staff and volunteers must inform the nursery of any information that may affect their suitability to work in childcare in accordance with current EYFS and childcare disqualification regulations.

The nursery recognises that the rules around **disqualification by association** changed from September 2018 for those working in non-domestic childcare settings such as nurseries and pre-schools, following amendments to childcare disqualification regulations.

Drugs and alcohol

If a member of staff or volunteer has difficulties relating to alcohol or drug misuse, they are expected to inform the nursery where this may affect their role.

It is a disciplinary matter for any employee or volunteer to attend the setting where alcohol, drugs, so-called "legal highs", or medication misuse could impair the safe and effective running of the nursery or place children, colleagues or families at risk.

Where the nursery becomes aware of information that may lead to a person's disqualification or otherwise affect their suitability, appropriate action will be taken to safeguard children. If a person is disqualified from working with children, their employment or placement at Miss B's Nursery will end.

These procedures support children's right to protection from harm under **UNCRC Article 19**.

2.1.3 Our safer recruitment process looks like...

Our process supports children's rights under **Articles 3, 28 and 29 of the UNCRC**, as children benefit from skilled, reflective and well-supported adults.

1. Review our Job Descriptions & Person Specification

If applicants would like to join our team, they are asked to please familiarise themselves with our job description and the person specification as an indication of what it means to join Miss B's Nursery's team. If they would like to be a part of making Miss B's Nursery great.

1. Complete our Job Application

Applicants are asked to complete our Job Application, which can be found on our website or requested via email. They must complete **ALL** sections it out and email it to manager@missbnursery.co.uk
Applications will not be processed unless all sections are completed with the details stated.

3. Pre-Interview Due Diligence checks

As part of our safer recruitment procedures, Miss B's Nursery may, in the public domain, undertake a limited search of publicly available online information relating to shortlisted candidates. This search is conducted solely to identify any information relevant to a candidate's suitability to work with children and vulnerable individuals.

4. Initial Interview Stage

If your application is satisfactory, you will be invited to come and meet us and have a tour around our nursery.

5. Second & Final Interview Stage

This is where Miss B's Nursery will ask you to **plan an activity for a group of our little ones.**

Together we will explore:

- How have you considered inclusion and SEND children
- How it covers at least 2 EYFS areas of learning
- Explain Intent, Implementation and Impact
- Include how the environment will be set up
- Explaining the adult interactions
- Explaining how learning will be extended

The Intent of the activity

- Why did you choose the activity?
- What learning are they aiming to support?
- How does it link to child development?

The Implementation of the activity

- How will children access it independently?
- How will adults support learning?
- What questions would you ask?
- Vocabulary you would model?

The Impact of the activity

- What would successful learning look like?
- What observations would they expect?

- How would they know children are making progress?
-

Scenario Questions

- I will ask you safeguarding scenario questions
 - I will also ask you Day-to-day scenario questions
-

Values and Culture Questions

1. What does outstanding childcare look like to you?
2. How would you build positive relationships with parents?
3. How would you support a child settling into nursery for the first time?
4. What would children see if they walked into your room?
5. How do you ensure every child feels included?

6. Conditional Employment Offer

If the applicant is successful, they will receive a Conditional Job Offer.

This is when Miss B's Nursery will complete the Pre-Employment Checks:

- √ Verification of ID
- √ Right to Work in the UK
- √ Ensure you are on the Update Service (*if not I can help you complete that process*)
- √ Check your Enhanced DBS with the barred list
- √ Check your qualifications
- √ Contact your references with a series of questions regarding your previous experience and suitability
- √ Contact your references again with a phone call to validate what they have written
- √ Overseas check, *if appropriate*

If any concerning developments come to light, Miss B's Nursery reserves the right to retract the Conditional Employment Offer.

Applicants will be asked to provide the original documents of all the checks.

7. What happens next?

Applicants will be asked to undergo updated training on:

- Food Hygiene Awareness
- Infection Prevention and Control
- Sleep Safety
- Parent Partnership Training
- Paediatric First Aid

2. Suitable People

- Prevent Duty
- Online Safety
- Equality, Diversity and Inclusion

Some will be asked to be completed straight after you have accepted the job, and the rest will be completed in your 12-week probation period.

Setting-Specific Training:

- Nursery software systems
- Accident forms
- Medication forms
- Registers
- Observation systems
- Daily routines
- Opening and closing procedures
- Cleaning schedules
- Key person expectations
- ETC...

This will consist of online training and in-person training, which is course-dependent.

You will also need to familiarise yourself with Miss B's policies and procedures, available on our website. Also, our risk assessments will be provided to you.

8. Induction Period

A formal 12-week induction and probation programme with weekly sign-off meetings to demonstrate your competency, which is actively monitored rather than assumed. The probation period is simply a contractual period during which you assess suitability and can usually terminate employment with shorter notice if things are not working out.

I will provide a competency checklist that we can review during our scheduled check-ins. During this time, we can work together on your targets and ways to achieve them.

Purpose of the 12-Week Programme

Safeguard Children

Can you recognise, record and report concerns?

Deliver High-Quality Practice

Can you interact effectively with children and support learning?

Following Policies

Do you know what the procedures are and consistently follow them?

Work as Part of the Team

Are you reliable, professional and collaborative?

Build Parent Relationships

Can you communicate professionally with families and in a supportive manner?

9. End of the 12-week probation period

You normally have three options:

1. Confirm Employment

You hold a final probation review meeting and confirm that:

- √ Required training has been completed.
- √ Safeguarding knowledge is satisfactory.
- √ Practice meets nursery expectations.
- √ Attendance and punctuality are satisfactory.
- √ Conduct and professionalism are satisfactory.

2. Extend Probation

If there are concerns, but you believe improvement is achievable.

Common reasons:

- √ Confidence issues.
- √ Gaps in EYFS knowledge.
- √ Weak observations.
- √ Timekeeping concerns.
- √ Inconsistent interactions with children.

Miss B's Nursery will clearly state:

- √ What concerns remain and how we can address them
- √ What improvements are required?
- √ How progress will be measured.
- √ Date of next review.

3. Terminate Employment

If standards are not met.

Examples:

- Poor understanding of safeguarding.
- Unsuitable conduct.
- Persistent lateness.
- Inability to perform the role.
- Failure to follow procedures.

Area of Pass/Concern:

- √ Safeguarding
- √ SEND Awareness and support

2. Suitable People

- √ Health & Safety
- √ EYFS Knowledge
- √ Three I's Understanding
- √ Quality of Interactions
- √ Observation & Assessment
- √ Parent Partnerships
- √ Teamwork
- √ Professional Conduct
- √ Attendance & Punctuality
- √ Evacuation Procedures
- √ Sleep safety
- √ First Aid
- √ Room routines
- √ Behaviour Management

Successful completion of probation requires the employee to consistently demonstrate safe safeguarding practices, positive interactions with children, an understanding of the EYFS and the Three I's, professional conduct, and a commitment to the values and ethos of Miss B's Nursery.

Volunteer at Miss B's Nursery or complete work experience

Under the statutory guidance from the Department for Education and the EYFS, anyone working in a nursery should be subject to appropriate safeguarding and suitability checks, including volunteers, students, apprentices, and work experience placements.

Volunteering

Regular Volunteers

If you would like to volunteer regularly:

Then Miss B's Nursery will carry out the same safer recruitment checks as you would for an employee, including:

- √ Enhanced DBS check.
- √ Barred List check (if undertaking regulated activity).
- √ Identity check.
- √ References where appropriate.
- √ Suitability declaration.
- √ Induction and safeguarding training.

Occasional Volunteers

For example:

Parents helping at a Christmas fair.

A parent reading a story once.

One-off visitors.

Generally:

- √ Miss B's Nursery will carry out a volunteer DBS check
 - √ Must remain supervised at all times.
 - √ Must never be left alone with children.
 - √ Must be aware of and follow safeguarding procedures.
-

Completing a placement with Miss B's Nursery

Students on Placement

College Students (Level 2 or Level 3 Childcare)

Your college/school must:

- √ Obtain an Enhanced DBS before placement.
- √ Confirm suitability.

Miss B's Nursery will:

- √ Verify your identity
 - √ Obtain confirmation from the college that checks have been completed.
 - √ Obtain your emergency contact details.
 - √ Provide safeguarding induction.
 - √ Ensure you understand whistleblowing and reporting procedures.
-

Apprentices

Apprentices are employees.

Therefore:

- √ The full safer recruitment process applies.
- √ Enhanced DBS.
- √ References.
- √ Right to work checks.
- √ Identity verification.
- √ Employment contract.
- √ Full induction.

Please see section '2.1.3 Our safer recruitment process looks like...' for further information on our safer recruitment process.

2.1.4 Key Person programme

In line with the nursery's **Key Person** approach, each member of staff is allocated specific children for whom they take responsibility.

The Key Person builds a secure relationship with each child and works closely with parents and carers to support the child's wellbeing, learning and development within the setting.

This supports children's rights to care, security and development under **Articles 3 and 29 of the UNCRC**.

2.1.5 Staff uniform

When on duty, staff at Miss B's Nursery wear the nursery uniform, which includes the nursery logo and is coordinated with the children's uniform. This helps identify staff clearly and promotes teamwork and professionalism.

Staff are required to wear black trousers. **No** jeans, leggings, track suit bottoms, or shorts above the knee are allowed.

Staff are **not** able to wear flip-flops at work.

Staff are required to wear nursery-issued coats; **no** hoodies are allowed to be worn.

2.1.6 Staff taking medication

If a member of staff is using medication that could affect their ability to care for children safely, they must inform the nursery.

Staff will only work directly with children where medical advice confirms that the medication is unlikely to impair their ability to carry out their role properly.

Any medication brought onto the premises by staff must always be stored securely and kept out of children's reach.

These arrangements help protect children's safety in line with **Article 19 of the UNCRC**.

2.1.7 Staff absence

Miss B's Nursery operates for **49 weeks** over the academic year. Staff are allowed to take one additional week in the year, which must be agreed and covered at least 6 weeks beforehand.

Where time off is needed for reasons other than illness or training, this must be agreed in advance with the **Nursery Manager**, with as much notice as possible.

If a staff member is unable to attend a session they are scheduled to work, they will liaise with colleagues to arrange suitable cover and complete the relevant session exchange or cover record as required by the nursery.

2.1.8 Record Keeping

Recruitment records will be maintained securely and confidentially in accordance with data protection legislation.

Records may include:

- Applications.
 - Interview notes.
 - References.
 - DBS information.
 - Qualification evidence.
 - Right to work documentation.
 - Induction records.
 - Probation records.
-

2.1.9 Responsibility

The Registered Person, Nominated Individual, Manager and any staff involved in recruitment are responsible for ensuring this policy is implemented consistently and effectively.

All recruitment decisions must prioritise the safeguarding and welfare of children.
