Small Explorers
Bright Adventures

Bright Adventures: Safer Recruitment Policy Small Explorers LTD

Purpose
The purpose of this Safer Recruitment Policy is to ensure that all staff and volunteers working at Small Explorers and Bright Adventures are suitable to work with children and uphold the highest standards of safeguarding in line with the **Statutory Framework for the Early Years Foundation Stage (EYFS)** and **Keeping Children Safe in Education (KCSIE)**.

1. Commitment to Safeguarding

Small Explorers and Bright Adventures is committed to safeguarding and promoting the welfare of all children in our care. We take all reasonable steps to prevent unsuitable individuals from working with children through a robust recruitment and selection process.

2. Recruitment and Selection Procedures

a. Advertising

- All job adverts clearly state our commitment to safeguarding and that an enhanced DBS check and references will be required.
- Job descriptions and person specifications outline the safeguarding responsibilities of the role.

b. Application Forms

- All applicants must complete a detailed application form covering full employment history with explanations for any gaps.
- CVs are not accepted in place of a completed application form.

c. Shortlisting

- Applicants are shortlisted against the criteria set out in the person specification.
- Incomplete or inconsistent applications will be scrutinised and may be rejected.

d. Interviews

- Interviews include questions that test the candidate's suitability to work with children and their understanding of safeguarding responsibilities.
- A minimum of two staff members will conduct the interview.

e. Pre-Employment Checks

Before a candidate starts work, the following checks are carried out:

- Enhanced DBS check (including barred list where applicable)
- Identity verification
- Two satisfactory references, including one from the most recent employer
- Right to work in the UK
- Qualifications and professional registration (where applicable)
- Health declaration to confirm mental and physical fitness for the role

3. Induction and Probation

- All new staff receive a thorough induction, including safeguarding and child protection policies and procedures.
- All staff are required to complete safeguarding training within the first week of employment.
- A probationary period is used to assess continued suitability for the role.

4. Ongoing Suitability

- Staff are required to disclose any changes to their circumstances that may affect their suitability to work with children.
- Annual declarations and regular supervision ensure ongoing compliance.

5. Volunteers and Students

- Volunteers and students are subject to appropriate checks based on their level of contact with children.

- All volunteers and students receive safeguarding training and are supervised at all times.

6. Monitoring and Review

This policy is reviewed annually or sooner if there are significant changes in legislation or guidance. The manager is responsible for ensuring the policy is implemented effectively.

Reviewed: 15/April/2025
Next Review Due: 15/April/2025
Approved by: Samantha Blakeman