



06.20 Recruitment, Staffing:

Openwoodgate Pre-school must prevent people posing a risk of harm to children through their work here. This will be done by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required. Further enquiries and clarification will be sought when needed.

- All interviewers/interview panels will have at least one member who has undergone Safer Recruitment Training which is up to date and has the necessary skills and knowledge.
- In an interview we will have questions regarding safeguarding.

In the pre recruitment process. We will in all cases check on and verify:

- the identity of candidates.
- professional qualifications.
- the right to stay and work in the UK.
- is not subject to a prohibition order issued by the Secretary of State
- References, including asking for and following up at least two references.
- gaps in employment record.
- if disqualification by association applies

The Disclosure and Barring Service (DBS) is available to this early years and childcare setting to help employers make Safer Recruitment decisions

The DBS are responsible for:

- Processing requests for criminal records checks
- Deciding whether it is appropriate for a person to be placed on or removed from a barred list
- Placing or removing people from the DBS Children's Barred list and Adults' Barred list for England, Wales, and Northern Ireland
- Providing an online DBS service

A DBS check will be requested as part of all pre-recruitment checks.

We will also ensure that we have procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed, removed due to Safeguarding concerns, or would have been had they not resigned.