

## **Safe Recruitment Policy**

*We will obtain enhanced D.B.S. checks (Disclosure and Barring Service), which includes protection Of Children Act/List 99 check, in respect of all people who work directly with the children or who are likely to have unsupervised access to them.*

*We will only allow people who have undergone an enhanced D.B.S. check to have unsupervised contact with children on the premises.*

*We will keep records to demonstrate to Ofsted that checks have been done. They include the number and date of issue of the enhanced D.B.S. disclosure.*

*We have effective systems in place to ensure that practitioners and others likely to have unsupervised access to the children (including those living or working on the premises) are suitable to do so.*

*Disclosures will be handled in accordance with the D.B.S's Code of Practice and Explanatory Guide.*

*We will make decisions of suitability using evidence from:*

- references*
- full employment history*
- qualifications*
- interviews*
- identity checks*
- any other checks undertaken, for example medical suitability.*

*We will notify all people connected with our provision who work directly with the children that we expect them to declare to us all convictions and /or cautions; as well as court orders which may disqualify them from working with children or affect their suitability to do so.*

*This policy was adopted by the managers and staff, and updated on 11<sup>th</sup> April 2017  
Signed on behalf of Busy Bees Nursery School*

***“Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment”.***

