



The Lindens
Steiner Waldorf Early Years

SAFER RECRUITMENT POLICY AND PROCEDURE

RELATED DOCUMENTS:

Safeguarding and Child Protection Policy
GDPR Policy
Privacy Statement
Confidentiality Statement
Equal Opportunities Policy and Procedure
Job Descriptions
Employment Application Form
Induction Checklist
Reference form
Annual declaration form
Operational Plan

POLICY STATEMENT

At The Lindens we aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team. We are committed to providing the best possible care to our children, and to safeguard and promote welfare of young children.

The Lindens is also committed to providing a supportive working environment for its members of staff. We recognise that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment. The Lindens will follow strict safeguarding procedures to protect all children in our care and expects all staff and volunteers to share this commitment.

The Lindens is an equal opportunities employer and does not discriminate against anyone on the grounds of age, sex, race, disability, pregnancy, marital status, sexual orientation, gender or religion.

PROCEDURES

- We ensure that all applicants, staff, volunteers and visitors are aware of the procedures in place to recruit and vet people who will be caring for or have regular contact with children.
- All applicants are asked to fill in an application form for employment.



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- Interviews are conducted by more than one member of staff, at least one of whom has received Safer Recruitment training from the NSPCC.
- We require two references for every member of staff and will contact referees directly using our standard reference form. One reference must be from a senior person at the applicant's most recent place of employment or training provider. Family members cannot provide references.
- All references must be received by The Lindens before the proposed start date of employment. Each reference is verified through a follow-up telephone call to confirm authenticity and to clarify any information that is incomplete or ambiguous.
- Staff must disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children. An annual declaration form will be completed by all employees regarding disqualification from childcare.
- All new staff have a probationary period of 4 months at the beginning of their employment. This can be extended at the discretion of the managers.
- All staff, students and volunteers receive a full induction into the setting on their first day of employment at The Lindens.
- All new staff are required to undertake relevant training.
- All new staff have a mentor for their first year of working at The Lindens.
- Until all necessary checks have been completed, the new employee will not have unsupervised access with the children.
- We keep the following information as part of staff files: personal details, evidence of qualifications, identity checks, details of DBS, right to work in the UK and references.
- We keep a Single Central Record, and this is audited every half term by the managers and outcomes are recorded on the GSEP Monitoring form.

Date: 09/20

Date: 09/21

Date: 10/22

Updated: 11/23

Reviewed: 11/24

Updated: 09/25

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