



Ladybird Playgroup Thriplow CIO

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: ladybirdplaygrouphthriplow@gmail.com Web: www.ladybird-playgroup.co.uk

This policy was updated in September 2026 and will be reviewed annually.

Safeguarding and Safer Recruitment Commitment

Statement of Intent

Ladybird Playgroup Thriplow CIO is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, students, and committee members to share this commitment.

We recognise that safer recruitment practices are an essential part of safeguarding and are designed to:

- Deter unsuitable individuals from applying for roles
- Identify and reject unsuitable candidates
- Ensure all appointments are made based on merit, suitability, and safeguarding requirements
- Promote a safe and secure environment for all children

This policy applies to the recruitment of all staff (paid and unpaid), students, volunteers, and agency workers who may have contact with children.

Purpose

The purpose of this policy is to ensure that recruitment and selection processes are:

- Fair, consistent, and transparent
- Compliant with current legislation and statutory guidance
- Focused on safeguarding and child welfare
- Effective in selecting candidates who are suitable to work with children

Legal Framework and Guidance

This policy is based on the following:

- Early Years Foundation Stage (EYFS) Statutory Framework (latest version)
- Keeping Children Safe in Education (KCSIE) (latest version)
- Equality Act 2010
- Data Protection Act 2018 / UK GDPR

Related Internal Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Staff Behaviour / Code of Conduct
- Whistleblowing Policy
- Staffing and Employment Policy
- Equality and Inclusion Policy



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Roles and Responsibilities

Designated Recruitment Lead

The Playgroup Leader (or designated recruitment lead) is responsible for ensuring that recruitment procedures are followed in line with this policy.

Recruitment Panel

All members of the recruitment panel must:

- Have completed up-to-date safer recruitment training (at least one member must hold this training)
- Follow this policy and safeguarding procedures at all times
- Declare any conflicts of interest or relationships with candidates
- Maintain confidentiality throughout the process

Registered group and school-based providers, except CoDP providers, must obtain an enhanced criminal records check and barred list check for every person aged 16 and over including all volunteers who:

- Works directly with children.
- Lives on the premises on which the childcare is provided (unless there is no access to the part of the premises when and where children are cared for) and/or
- Works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).

Workforce Planning and Staffing

We ensure that staffing levels meet the welfare requirements of the Early Years Foundation Stage (EYFS), providing appropriate ratios to ensure children receive high-quality care and education.

All staff must be appropriately qualified, and suitability checks are carried out in accordance with statutory requirements.

All staff and prospective staff will be told that they must disclose any information which may affect their suitability to work with children including, but not limited to, arrests, charges, convictions, cautions, court orders, reprimands and warnings (whether received before or during their employment at the setting). Ladybird will not allow individuals to begin working or volunteering at the setting until they have received the applicant's enhanced criminal records and barred list check. Ladybird will not allow anyone whose suitability has not been checked, including through a criminal records and barred list check, to have unsupervised contact with children being cared for.

Job Description and Person Specification

Job Descriptions

Before a post is advertised, an up-to-date job description must be prepared. This must include:

- Job title
- Reporting structure
- Main purpose of the role
- Key duties and responsibilities
- Safeguarding responsibilities of the role



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- Requirement to adhere to all safeguarding policies
- Requirement for an Enhanced DBS check with Children's Barred List

Person Specification

A person specification must be prepared for every role and used throughout the recruitment process.

It must include:

- Skills, experience, and knowledge required
- Essential and desirable qualifications
- Suitability to work with children
- Commitment to safeguarding and professional conduct

Advertising

All vacancies must be advertised in a way that promotes equality of opportunity and attracts a diverse range of applicants.

All advertisements must include:

"Ladybird Playgroup Thriplow CIO is committed to safeguarding and promoting the welfare of children. All successful applicants will be subject to an Enhanced DBS check, Barred List check, and satisfactory references."

Application Process

A standard application form must be completed (CVs alone are not accepted)

Applicants must provide full employment history and explanations for any gaps

Disclosure of any criminal convictions, cautions, or safeguarding concerns is required

Shortlisting

Shortlisting must:

- Be carried out by at least two panel members
- Be based solely on the person specification
- Be recorded with reasons for decisions

Applications must be scrutinised for gaps, inconsistencies, and patterns of employment.

References

- One written reference must be obtained for any member of staff (including students and volunteers) before they are recruited.
- References should be provided for current and previous employees upon request in a timely manner.
- References must confirm suitability to work with children and include safeguarding concerns

Employment must not commence until satisfactory references have been received.



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Disqualification

A person may be disqualified from registration. Providers may find guidance about disqualification under the Childcare Act 2006 helpful. If a person is disqualified, they must not continue as an early years provider or be directly involved in the management of any early years provision.

The disqualification of an employee or a person living or working at domestic premises where childcare is provided is an example of a significant event.

A person working at provision in a domestic premises (CoDP) will also be disqualified if they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed. If a person working in domestic premises becomes disqualified for this reason, they must apply to Ofsted to waive the disqualification if they wish to continue working in domestic childcare provision, and may, in some circumstances, be able to obtain a 'waiver' from Ofsted.

The registered provider must give Ofsted, or the CMA with which a provider of CoDP is registered, the following information about themselves or about any person who lives or is employed in the same household as the registered provider:

- Details of any order, determination, conviction, caution, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.

Interview and Selection

Interviews must:

- Be conducted by at least two panel members
- Include safeguarding-focused questions
- Explore candidate suitability and professional boundaries

Pre-Employment Checks

All offers are conditional upon:

- Identity verification
- Enhanced DBS with Barred List
- Right to work in the UK
- Qualification verification
- References and employment history checks

No individual may work unsupervised until all checks are complete.

Induction, Supervision and Ongoing Suitability

All staff must complete induction including safeguarding training.

Staff are subject to probation, supervision, and must disclose any changes affecting suitability.



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Equal Opportunities

We operate non-discriminatory recruitment practices and assess applicants solely on suitability for the role.

Record Keeping

All recruitment records must be securely stored and a Single Central Record (SCR) maintained.

Monitoring and Review

This policy will be reviewed annually or earlier if required.

Adoption

This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO	
Held on (date)	
Signed on behalf of the Ladybird Playgroup Committee	
Role of signatory (e.g. chairperson etc.)	
Signed by Playgroup Leader/Deputy	
Name of Playgroup Leader/Deputy	