Workplace Safer Recruitment Policy

To be reviewed Bi-Annually.
Reviewed October 2026. To be reviewed October 2028.

Everton Nursery School and Family Centre

Introduction

The purpose of this policy is to set out Everton Nursery School and Family Centre's commitment to fair, safe and effective recruitment and selection of new and existing employees. Everton Nursery School and Family Centre is an equal opportunities employer and will not discriminate unlawfully against anyone, but will select the best person for the job in terms of qualifications and abilities.

Guiding Principles

- All recruitment and selection procedures must comply with all current legislation.

- A job description and person specification must accompany each vacancy.

- All members of the recruitment panel should be familiar with this policy and the accompanying selection and recruitment procedures.

- At least one person on each appointment panel should have undertaken Safer Recruitment Training in keeping with the requirements of the Safer Recruitment Consortium and Keeping Children Safe in Education (DfE 2026). This should be noted on their personnel file induction checklist.

- Everton Nursery School and Family Centre's Safer Recruitment Procedures set out further guidance for appointments of those working with children. For example:

o a curriculum vitae will not be accepted in lieu of an application form

o the applicant will be required to declare any cautions and convictions, etc. that are not protected [amendments to the Exceptions Order 1975 (2013)

o references will be sought on all short-listed candidates and scrutinised before interview and open references will not be relied upon and will be subject to confirmation from the referee

o all references must include a statement about someone's suitability to work with children

- Equality monitoring is at the heart of Everton Nursery School and Family Centre's equal opportunities policy. Monitoring information in relation to job applicants will be to assist the school/centre in equality monitoring. The recruitment panel will not have access to job applicant's monitoring information.

- All suitably qualified disabled applicants who meet the essential requirements of a post will be invited for interview where practical. Appropriate adjustments will be made to the interview arrangements where necessary.

• Every applicant must be assessed consistently against the criteria identified on the person specification. The selection panel must look for relevant objective evidence on which to make a decision.

• Questions asked of applicants must relate to the requirements of the post and should not be discriminatory, offensive or in any way off-putting to any person or group.

• Safer Recruitment Training provides further guidance as to how to ask further questions to test out someone's suitability to work with children and relevant to their application form and personal statement.

• The Equality Act 2010 (Section 60) prevents employers from asking applicants about their health or attendance before making an offer of appointment. Questions relating to the applicant's health or sickness absence history must not be asked at the interview stage. Only appropriate information should be sought to enable the candidate to participate in the interview process.

• At the end of the interviews, each panel member should have recorded evidence of how each candidate has met each of the selection criteria. Systematic analysis and assessment against the school's scoring system is important so that fair and justified decisions are made and so that constructive feedback can be given to candidates.

• The panel should then reach agreement on which candidate is to be appointed.

• Short summative verbal feedback should be offered to unsuccessful shortlisted candidates.

• All posts are subject to a fully completed application form, satisfactory employment references, medical clearance, evidence of the applicant's right to work in the UK and evidence of the required qualifications and any further relevant pre-employment checks set out in Keeping Children Safe in Education, including an Enhanced DBS check, a Barred List check for those working in Regulated Activity, a prohibition check for those in teaching positions, oversees criminal checks, European Economic Area teacher sanction checks, etc.

• The verbal offer of employment and the initial offer letter must be conditional on all the required checks being completed. Candidates should be advised not to resign until their post is confirmed and all relevant checks must have been completed.

• The school will keep a record of the pre-employment checks carried out on the successful candidate and these will be included within the school's Single Central Record. Evidence of the checks undertaken (where appropriate to do so) will be kept in the individual's personnel file.

• Everton Nursery School and Family Centre's safer recruitment procedures will be quality assured following each round of appointments by the Headteacher. This will include scrutiny of the school's Single Central Record and personnel files.

• All new employees will receive a mandatory safeguarding induction in keeping with the DfE guidance Keeping Children Safe in Education.

• Any complaints made in relation to the recruitment and selection process should be dealt with under the grievance procedures for internal candidates and school's complaints policy for external applicants.

This policy was reviewed by a group of six Governors on Thursday 24th September 2026 and ratified at the main Governing Body meeting of Everton Nursery School and Family Centre Governing Body on Thursday 8th October 2026.