



CHRIS'S CHILDCARE CENTRE

0 TO SCHOOL

TRADING AS CHRIS'S CHILDCARE LTD. 11894528

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Safer Recruitment Policy – EYFS 2025 Compliant

Purpose

This policy sets out the steps I take to ensure that any person working with or having regular contact with children in my care is suitable to do so. It reflects the statutory requirements of the Early Years Foundation Stage (EYFS) 2025 and best practice in safer recruitment.

1. Scope

This policy applies to:

- Myself , as a registered childminder.
- Any assistants , volunteers, or students.
- Household members aged 16 or over.
- Contractors or regular visitors who may have access to children.

2. Legal and Statutory Framework

This policy complies with:

- *EYFS Statutory Framework (2025)*, sections on Safer Recruitment and Suitability of Adults.
- *Working Together to Safeguard Children (2023)*.
- *Keeping Children Safe in Education (2023)* principles.
- Data Protection legislation (UK GDPR, Data Protection Act 2018).

3. Recruitment Principles

I am committed to:



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- Recruiting the best person for each role, based on merit.
- Prioritising safeguarding and welfare above all other considerations.
- Promoting equality and diversity and preventing discrimination.

4. Safer Recruitment Steps

The following steps apply to assistants, volunteers, and any adults involved in childcare:

4.1 Pre-Recruitment Planning

Review whether the role is necessary and what level of contact it will have with children.

Prepare a role/job description including safeguarding responsibilities and essential and desirable qualities needed

4.2 Advertising and Application

Make clear in any advertisement that the role is in a regulated activity with children.

Include a statement of my commitment to safeguarding and promoting children's welfare.

Mention the application process includes completing an application form

CVs are only accepted to express an interest in the role

4.3 Selection Process

Accept completed application forms with employment/education history and any gaps explained.

Conduct an in-person to assess suitability and understanding of safeguarding.



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I may use online interview as an initial interview purposes in extenuating circumstances, but I will always arrange an in-person interview to fully assess suitability.

4.4 References (EYFS 2025 Requirement)

Obtain and verify at least two written references before starting work.

Where possible, references should be from the most recent employer or education provider.

If the applicant has worked with children in the last 5 years, I expect to be able to take up references from that referee

If the applicant has never worked with children, then I would ensure a reference is from their current employer, training provider or education setting.

Confirm identity of referees and authenticity of references including electronic references

Not accept references from family members

Contact referees to clarify content where information is vague or insufficient

Compare the information on the application form with that in the reference and take up any discrepancies with the applicant.

Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

4.5 Checks Before Starting

Enhanced DBS check with children's barred list information for anyone in regulated activity.

Verify identity with official documents.



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Verify qualifications relevant to childcare.

Health self-declaration to confirm they are physically and mentally fit for the role.

Overseas criminal record check where applicable.

4.6 Induction

Provide safeguarding induction, including whistleblowing procedures, EYFS safeguarding requirements, and safer working practice.

Provide training in line with Annex C of EYFS 2025 before unsupervised work begins.

5. Ongoing Suitability

Annual declaration from all staff/assistants confirming ongoing suitability to work with children.

Regular supervision meetings to discuss safeguarding practice.

Immediate suspension and investigation if suitability concerns arise.

6. Record Keeping

Maintain a Safer Recruitment File containing:

- ❖ Application form and CV.
- ❖ Interview notes.
- ❖ References.
- ❖ DBS check record (number, date, outcome).
- ❖ Identity and qualification verification records.
- ❖ Induction and training records.



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Records are kept securely and in compliance with data protection laws.

7. Household Members

All household members aged 16+ must have an Enhanced DBS check before having unsupervised contact with minded children.

Changes in household circumstances (new residents, convictions, or health issues) must be reported to Ofsted immediately.

8. Review

This policy will be reviewed annually or sooner if there are changes in legislation or EYFS requirements.

Childminder's Signature: _____

Date: _____ Review Date: _____