

# Ladybird Montessori- Suitability of New Recruits Policy

## Purpose

To ensure that all new staff, volunteers, and contractors working within the EYFS setting are suitable to work with children and meet safeguarding standards, in compliance with the EYFS statutory framework and other relevant legislation.

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## 1. Safer Recruitment Procedures

All recruitment must follow **safer recruitment** practices, including:

- Use of clear, accurate job descriptions and person specifications.
- Advertisements stating a commitment to safeguarding.
- Shortlisting against criteria that reflect both skills and safeguarding awareness.

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## 2. Pre-Employment Checks

Before starting work with children, the following checks must be completed:

- **Enhanced DBS Check (including barred list check)**  
Required for anyone working in "regulated activity" with children.
- **Identity Verification**  
Photographic ID and proof of address.
- **Right to Work in the UK**  
Including visa status where applicable.
- **Employment History & Reference Checks**  
At least two references, including the most recent employer. Gaps in employment must be explored and explained.
- **Qualifications and Professional Status**  
Verification of relevant qualifications, such as Level 3 in Early Years or QTS.
- **Disqualification by Association/Self-declaration**  
A declaration confirming they are not disqualified from working with children under the Childcare Disqualification Regulations 2018.

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## 3. Induction and Probation

- All new recruits undergo a structured **induction** including:
  - Safeguarding and child protection procedures
  - EYFS framework overview
  - Health and safety policies
  - Staff conduct expectations

A **probationary period** (usually 3–6 months) allows for further assessment of suitability.

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## 4. Ongoing Suitability

- **Annual declarations** confirming continued suitability to work with children.
- **Supervision and appraisals** to monitor conduct, development, and safeguarding awareness.

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## 5. Volunteers and Students

- Volunteers who have regular contact with children must have an enhanced DBS check.
- They must never be left unsupervised unless deemed suitable and have completed all relevant checks.
- The same standards apply to students on placement.

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## 6. Safeguarding Culture

- All staff must understand their **duty to report concerns** about a colleague's behaviour, in line with the **Whistleblowing Policy**.
- The setting fosters a culture of openness, transparency, and vigilance.

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## Legal and Statutory References

- Early Years Foundation Stage Statutory Framework (2024)
- Keeping Children Safe in Education (2024)
- Childcare Act 2006
- The Rehabilitation of Offenders Act 1974
- Childcare (Disqualification) Regulations 2018

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## Summary

This policy helps ensure:

- Children are safe from harm.
- All staff and volunteers are rigorously vetted.
- The setting meets its statutory safeguarding responsibilities.

Reviewed by Beckie Combes February 2026