

Safe practice in recruitment - Effective leadership and culture promotes good safeguarding practice. Leaders and managers must remain vigilant at all times. A well planned and structured recruitment procedure and process along with a culture where everyone's responsibility is to safeguard the child is essential to meet your statutory duty under **Working Together 2023, Keeping Children Safe in Education 2023, Early Years Foundation Stage Statutory Framework - groups and school provision and childminders.**

Remain vigilant – Never assume that enough has been done to ensure a safeguarding culture

- Promote and test their ability to think critically and enquire with a safeguarding lens throughout their appointment. Never assume.
- Safeguarding training must be regularly completed, and knowledge/understanding checked during team meetings and 1-2-1s.
- Safeguarding is everyone's responsibility, ensure staff have the tools and skills to observe and talk to children in order to be alert to changes rather than waiting for a disclosure.
- Have clear procedures for reporting concerns, ensuring everyone knows what they are and that they're responsible for following them. Take prompt, appropriate action to any concerns raised.

Three stages to safer recruitment

1. Be vigilant

- Ensure you have a tried and tested robust recruitment process in place.
- Be clear in adverts about the value you place on safeguarding and your commitment to keeping children safe.

2. Promoting safer practice

- Screen all applications, think critically and check facts.
- Check applicants understanding of what makes and promotes a safe culture, test their thinking and levels of curiosity with examples or scenarios.
- Listen to your gut.

3. Prevent and decline

- Have a rigorous probation period.
- Have regular supervision.
- Ask and receive feedback from your established team.
- Remember you have the right to dismiss someone who isn't suitable when there are safeguarding concerns.
- Staff must understand and feel confident to whistle blow.

Pre-interview through to employment

- Ensure interview panel have received robust safer recruitment training.
- Providers should develop a standard application form. [Job application form template | Acas](#)
- Check they have the right to work in the UK.
- Request a full employment history in chronological order, include gaps in employment.
- Request two references; check validity.
- An enhanced DBS check to be completed.
- Additional criminal records check for anyone living overseas in the last five years. <https://bit.ly/49OcZMk>
- Run internet and social media checks.
- Proof of ID, training and qualifications required no physical copies to be kept. [Offering someone a job - Recruitment - Acas](#)
- Use skilful questioning techniques; indicators of abusive behaviour can emerge through inappropriate attitudes or inconsistent reaction to questions.
- Conditional job offers pending successful DBS and references returned.
- Provide a staff handbook with clear safeguarding policies and procedures.
- Arrangements for regular documented supervision and support. Any concerns that arise, need to be unpicked and investigated further
- Provide safeguarding training as part of the induction process and ongoing throughout employment.

Continuous on-going suitability and monitoring

Embed a positive safeguarding culture that encourages open conversations.

Good practice includes:

- Listening to the voice of the child, with or without words.
- Observations of practice, peer on peer observations, supervisions, monitoring of routines

Leaders and managers

How do you maintain ongoing suitability of all staff?

Challenge poor practice, attitudes and behaviour by embedding the following into practice:

- A combination of looking, listening, asking, direct questions
- Checking out and reflecting on information received.
- It means not taking a single source of information and accepting it at face value.
- It involves testing your assumptions and triangulating information from different sources.
- Use your gut instinct if you still feel you need more information.
- What methods do you employ to assure yourself that staff are confident, supported and skilled to raise concerns?
- Reflect on how you can capture the voice of children and Families, how safe do they feel at the setting?
- Safeguarding involves being courageous whilst being mindful of your statutory duty