Safer Recruitment Policy

Pippa Pop-ins Nursery Schools

Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873)

Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869)

Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872)

Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562)

Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426)

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Pippa Pop-ins®
Nursery Schools

Contents

1. .....Scope and Application 3
2. .....Policy Aims 3
3. .....Responsibilities 4
4. .....Advertisement of Roles 4
5. .....Screening 5
6. .....References 5
7. .....Interviewing 8
8. .....Equal Opportunities 9
9. .....Selection 9
10. .....DBS Checks and Vetting 10
11. .....Inductions 17
12. .....Reporting Obligations 17
13. .....Artificial Intelligence 18
14. .....Retention of Information 18

1. Scope and Application

1.1 This policy applies to:
Pippa Pop-ins 165 New Kings Road (Ofsted ID: EY449873) ("**Pippa Pop-ins**")
Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869) ("**Pippa Pop-ins**")
Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872) ("**Pippa Pop-ins**")
Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562) ("**Pippa Pop-ins**")
Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426) ("**Pippa Pop-ins**")

1.2 This policy applies to all employees, including directors, apprentices, casual workers, whether on permanent or temporary contracts (collectively 'staff') and all candidates for paid or voluntary employment. This policy does not form part of any contract of employment or consultancy agreement and Pippa Pop-ins may amend it at any time. This policy does not include agency workers, consultants or contractors except where otherwise stated

2. Policy Aims

2.1 The aim of this policy is to ensure both safe and fair recruitment and selection of all staff/candidates by:

- attracting the best possible candidates to vacancies based on their merits, abilities and suitability to the position and considering each one equitably and consistently;
- identifying and declining those candidates who are unsuitable to work with children and young people;
- ensuring that all candidates are considered equally and consistently;
- ensuring that no candidate is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief pregnancy or maternity, sex or sexual orientation, marital or civil partner status, gender reassignment, disability or age;
- ensuring compliance with the Early Years Foundation Stage ('EYFS') statutory framework, the statutory guidance published by the Department for Education ('DfE'), have a regard to all relevant legislation, recommendations and guidance including Keeping children safe in education ('KCSIE'), the Prevent Duty Guidance for England and Wales ('Prevent Duty Guidance') and any guidance or code of practice published by the Disclosure and Barring Service ('DBS'); and
- ensuring that Pippa Pop-ins meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

2.2 Pippa Pop-ins is committed to providing a supportive and flexible working environment to all its members of staff. In order to achieve this, it is fundamental to attract, recruit and retain staff of the highest calibre who share this commitment. All candidates are made aware of this policy. This policy is an essential element in creating and maintaining a safe and supportive environment for all children, staff and others within the Pippa Pop-ins community and aims

2.3 Staff that are involved in any aspect of the recruitment process must be able to demonstrate a clear understanding of this policy and adhere to it. At least one member of the recruitment panel will be trained in Safer Recruitment, such training to be refreshed every three years.

2.4 We ensure all the required pre-employment checks are carried out efficiently and all nursery-based staff have an enhanced DBS check (which includes a Children's Barred List check) with prior to engaging in regulated activity with children and an overseas criminal check if applicable. This applies to third party providers of services for children.

3. Responsibilities

3.1 **All staff** must fully understand and comply with this policy at all times. If any employee has concerns regarding the recruitment process or its implementation within Pippa Pop-ins, they should follow the grievance procedure to raise and address their concerns.

3.2 **All hiring managers** must ensure that:

- all vacancies are recruited in line with agreed nursery budgets. Where recruitment exceeds budget allowance, the hiring manager will seek approval from the Principal, Executive Director and/or Finance Controller;
- they recruit the person who is best suited to each role;
- they recruit solely based on candidates' abilities, individual merit any criteria in this policy against the role criteria;
- safer recruitment training is up to date and they are applying the principles of safer recruitment at all stages of the recruitment process; and
- all required records and documents have been checked as valid and have been correctly uploaded to Hi Bob.

4. Advertisement of Roles

4.1 All job posts should have an up-to-date job description and person specification prior to a post being put forward for authorisation to advertise. This should be verified by the responsible line manager. An application form will be provided to candidates shortlisted for interview after an initial screening. During the recruitment process, candidates will be able to access the following information:

- the Safeguarding and Child Protection Policy; and
- the Safer Recruitment Policy;
- an application form.

4.2 All vacancies will be placed on the BOB and advertised both internally and externally, provided the relevant authorisation from the Principal or Little Dukes Senior Management has been sought. External vacancies will be promoted on job boards, social media and recruitment events as appropriate for the role.

4.3 All vacancies advertised will carry the following statement: *We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Enhanced*

Disclosure Barring Service (DBS) check, suitability and reference checks. The advertisement should make it clear that safeguarding checks will be undertaken in respect of any candidate.

4.4 Application forms are mandatory and must be completed prior to the interview process. The application form will contain questions about the candidate's academic and employment history and their suitability for the role, including their suitability to work with children. Candidates must declare information about convictions, past cautions or prosecutions pending in line with the Rehabilitation of Offenders Act 1974.

4.5 CVs are required in addition to the completed application form which will be checked against the application form for any inconsistencies as well as gaps in employment history. Gaps in employment must be discussed at interview stage and prior to any offer of employment and a satisfactory explanation must be provided. A CV will not be accepted in place of the completed application form.

4.6 Candidates will also be asked to provide information regarding any periods of overseas residence of three months or more in the last ten years during which they have lived or worked overseas so that a decision can be made as to whether overseas police check or additional references are required.

4.7 Candidates who are unsuccessful at the application stage will usually be notified by email.

5. Screening

5.1 Candidates who meet the criteria following initial application will be screened by a member of the recruitment or HR team, or if required by the hiring manager using the Pippa Pop-ins Screening form.

5.2 Candidates who are unsuccessful at the screening stage will usually be notified by email.

5.3 Candidates who are successful at the screening stage will be invited to a formal interview by email.

6. References

6.1 The recruitment team should ensure that there are minimum of two satisfactory references for each Pippa Pop-ins candidate. The details of two referees should be provided before the interview. This will allow the recruitment or HR team to check the referee details provided are suitable and match the career/educational history on the application form and CV.

6.2 However, if references are not able to be obtained prior to interview, they should be received as soon after the interview as reasonably practical for successful candidates at interview. Under no circumstances will the candidate be permitted to start work until we have received the necessary references.

6.3 In order of preference referees provided should be:

- **Employment** - The candidate's current and or most recent employers, with company/professional email addresses provided. If they were employed via a third-party agency they should provide the contact details of the agency. If the candidate is currently employed, then they must provide those details for a reference. If the current/most recent employment does/did not involve work with

children, then the second referee should be from the employer with whom the candidate most recently worked with children.

- Academic - If this is the candidate's first job following education, they should provide details of referees from their school or college, with professional email addresses provided. Referees may be teachers or tutors.

- Character - Character references are not normally accepted without an employment reference and only when the above have been exhausted. For example, a school leaver who has not held any other employment, may provide their tutor/teacher details for an academic reference and those of professional person in their community, such as teacher/lawyer/doctor/accountant/religious leader as a character referee. References must not be from the candidate's friends or family. Check the capacity in which the referee knows the candidate if not stated on the form.

6.4 Requesting References

6.4.1 References are sought directly from the referee. We request that references are completed on our online form, however, we are happy to accept references in the company's own format if that is in line with their company policy, as long as they meet our referencing requirements as outlined in the EYFS. Where necessary, referees will be contacted to clarify any anomalies or discrepancies.

6.4.2 Where necessary, the recruitment team may contact the candidate to request contact details for previous employers who have not been named as referees for additional references.

6.4.3 Employer Referees will be asked about:

- the candidate's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record;
- whether the candidate has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children, except where the issues were deemed to have resulted from allegations which were found to be unsubstantiated, unfounded, false or malicious;
- whether any allegations or concerns have been raised about the candidate that relate to the safety and welfare of children or young people or behaviour towards children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious; and
- the candidate's suitability to work with children
- the candidate's suitability for the post.

6.4.4 Reference requests may also include request for the candidate's:

- Character referees: will be asked about:
- the capacity in which they know the candidate;

- for how long they have known the candidate;
- how they would describe the candidate;
- the candidate's suitability to work with children
- if they know of any reasons why the candidate should not work with children or is unsuitable for the role

6.4.5 The hiring manager must also verify the references by following directly with the referee.

6.4.6 In situations where a candidate is due to start imminently and two written references have not been received, verbal references must be sought. To do this, the hiring manager should talk through the online form with the referee, noting down their responses. Clearly note on the form that the reference has been taken verbally with the date and time taken. It is best practice to scan the completed form to the referee and ask then to email back confirming it is an accurate reflection.

6.4.7 While following up with the references, it is good practice for the hiring manager to be transparent with the candidate about the process and any delays and to remind them that the offer of employment is contingent on satisfactory references.

6.5 Checking References

6.5.1 It is important that hiring managers check the details on references provided to ensure they are satisfactory, paying particular attention to the following:

- any safeguarding concerns raised;
- that the reference has been sent from an appropriate email and person;
- that the position, start date and leave date match those stated on the application form/CV;
- that the reason for leaving is consistent with candidate's explanation and is not 'dismissal'; and
- any 'Poor' or 'Satisfactory' ratings and comments relating to them.

6.5.2 If any of the above or other concerning information is provided it must be addressed before moving forward with the hiring process. It may be appropriate to seek further clarity with the referee and/or with the candidate.

6.6 Storing References

6.6.1 Once satisfactory references have been received and checked they must be stored in the employee's file on BOB.

7. Interviewing

7.1 Candidates who are successfully shortlisted will be invited to an interview with at least two hiring managers (at least of whom must have completed Safer Recruitment training every three years whilst in Pippa Pop-ins employ). If it is not possible for two people to conduct the interview, a second interview with a different manager should take place as part of the hiring process.

7.2 The HR/recruitment team should provide the interviewee with details of when and how the interview will be conducted in advance and should also give the interviewee the opportunity to flag any disability or additional need which may impact their interview. Reasonable adjustments will be offered to all candidates during screening who express they have a disability or additional needs requiring adaption or adjustment to the recruitment and assessment process.

7.3 Hiring managers conducting recruitment interviews will endeavour to ensure that the questions they ask job candidates are not in any way discriminatory or unnecessarily intrusive. They will use Pippa Pop-ins approved interview forms for this purpose.

7.4 The interview will focus on the role and the skills it requires. To ensure fairness, the hiring manager should ensure that questions asked are consistent in all interviews for a particular job.

7.5 Candidates will be asked questions relating to safeguarding to demonstrate their understanding of how to keep children safe.

7.6 Notes must be taken during the interview and recorded on the relevant interview questions JotForm. They will be kept on file in line with our Data Protection Policy.

7.7 Interviewers must check salary expectations and notice period. They are encouraged to check if the candidate has any pre-booked holidays so suitable arrangements can be made for the successful candidate. Any concerns or discrepancies arising from information provided by the candidate and/or a referee must be explored and addressed.

7.8 All candidates who are invited to attend an interview must provide identification (See identity check section). The original documents must be seen in person, scanned, photocopied and confirmed by a member of management.

7.9 At interview, candidates must:

- explain any gaps in employment;
- disclose any period of time over three months spent living outside of the UK in the last ten years so we can perform an overseas check;
- explain satisfactorily any anomalies or discrepancies in the information available to the panel;
- declare any information that is likely to appear on the DBS disclosure;
- demonstrate their ability to safeguard and protect the welfare of children and young people;

- demonstrate their ability to perform the role advertised; and
- disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment).

7.10 For some roles, a monitored stay and play session may be required to assess the candidate's ability to interact and engage with children and staff. If this is the case, all candidates applying for the same role must complete this part of the hiring process.

7.11 After the interview, the hiring manager will note their intended decision to hire or not on the interview form and will give specific reasons for the decision. No job offers will be made during or at the end of an interview. Conditional offers will be made in writing, in an official offer letter drafted by the Recruitment Team and approved by the hiring manager and/or Principal.

8. Equal Opportunities

8.1 Interviewers will judge candidates on their technical and professional merit to carry out the job, regardless of racial or ethnic origin, gender reassignment, sex, sexual orientation, marital status, age, religion, or disability.

8.2 Reasonable adjustments may be made, where possible and subject to the workplace environment to ensure that candidates who are disabled, have learning difficulties or do not have English as their first language are not disadvantaged. Candidates must declare their needs prior to the interview to allow sufficient time for necessary reasonable adjustment arrangements to be made before their interview.

8.3 Reasonable adjustments must not compromise the interview process.

8.4 To ensure fairness, transparency, and equal opportunities in the hiring process, all candidates, including friends and family members of current staff, must go through the same recruitment and selection procedures as external candidates. Any personal relationships must be disclosed during the hiring process to prevent conflicts of interest. The hiring manager must discuss any potential conflicts of interest with the line manager before proceeding with the recruitment. Friends or family members should not be hired into roles where a direct reporting relationship exists, or where they would influence decisions regarding pay, promotions, or performance evaluations. All hiring decisions will be based solely on merit, skills, and qualifications to maintain a professional and impartial workplace.

9. Selection

9.1 Following a successful interview, HR/recruitment will contact the candidate and make an offer pending successful receipt of the following:

- proof of identity;
- proof of the eligibility to work in the UK (passport or other prescribed documentation);
- a satisfactory Enhanced DBS with Barred Lists check;
- receipt of at least two satisfactory references which confirm the candidate's suitability for the role (details of referees ideally received prior to interview);

- proof of qualification certificates which are checked against the DfE qualification tracker;
- successful completion of pre-employment checks; and
- additional checks which may be required for candidates who have lived or worked overseas.

9.2 Unsuccessful candidates will usually be contacted by email explaining the reasons for rejection. Any information regarding these candidates will be retained in line with our Data Protection Policy.

10. DBS Checks and Vetting

10.1 All nursery-based jobs are exempt from the Rehabilitation of Offenders Act 1974 as the work brings staff into contact with children who are regarded by the Act as a vulnerable group. Therefore all candidates must be in possession of a current and enhanced DBS check.

10.2 Any information disclosed as part of the DBS check will be treated confidentially.

10.3 Staff cannot work unsupervised with children until:

- a satisfactory Enhanced DBS with Barred Lists clearance and overseas criminal check (if applicable) have been received;
- we receive 2 satisfactory references which have been verified; and
- they are aged 17 years or over.

10.4 Additionally, in accordance with the recommendations set out in KCSIE, Pippa Pop-ins will carry out a number of pre-employment checks in respect of all prospective staff which are set out below. In addition to these checks, Pippa Pop-ins reserves the right to obtain such formal or informal background information about a candidate as is reasonably in the circumstances to determine whether they are suitable to work at Pippa Pop-ins.

10.5 Disclosure

10.5.1 Staff are required to disclose to Pippa Pop-ins:

- criminal offences, cautions, reprimands or warnings that relate to relevant offences (for example violent or sexual offences), including spent convictions and information relating to similar offences committed overseas;
- inclusion on the Children's Barred List: a DBS-held list of people who are unsuitable for working with children;
- other relevant information that could affect a person's suitability to work with children.

10.5.2 Failure to disclose truthful information may lead to disciplinary action and termination of employment with Pippa Pop-ins.

10.6 Criminal Records

10.6.1 Pippa Pop-ins will not unfairly discriminate against any candidate for employment on the basis of conviction or other details disclosed. Pippa Pop-ins makes appointment decisions on the basis of merit and ability. If a candidate has a criminal record this will not automatically bar them from employment with Pippa Pop-ins. Each case will be decided on its merits in accordance with the objective criteria set out below.

10.6.2 Candidates must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders act 1974). Failure to disclose a previous conviction may result in an application being rejected. A failure to disclose a previous conviction may amount to a criminal offence. In some circumstances, failure to disclose all potentially relevant information could result in a breach of trust and confidence which may lead to dismissal.

10.6.3 Persons convicted of a relevant offence who are disqualified from working in childcare cannot be offered employment with us while they are disqualified. Candidates can challenge disqualification by way of a formal request from Ofsted for a waiver. Pippa Pop-ins will not consider making a job offer before the waiver has been received.

10.6.4 It is a criminal offence for any person on the Children's Barred List to attempt to apply for a position working with children. If Pippa Pop-ins receives an application from a person on the Children's Barred List who has given false information, or if we have concerns about a candidate's suitability to work with children, we will report the matter to the Police, DBS, LADO and/or Ofsted.

10.6.5 In the event that other relevant information is volunteered by a candidate during the recruitment process or obtained through a DBS check, and this information does not amount to a relevant offence or entry on the Children's Barred List, Pippa Pop-ins will consider multiple factors before reaching a decision, including:

- relevance to the role of the disclosed offence;
- how long ago the offence occurred;
- whether the candidate has a pattern of offending behaviour or other relevant matters;
- changes in circumstances;
- seriousness of the matter disclosed; and
- explanations offered by the candidate.

10.6.6 It may be necessary for Pippa Pop-ins to conduct a formal risk assessment and to take advice from the Local Authority or Ofsted. Ultimately, a job offer will be at the discretion of Pippa Pop-ins.

10.7 Enhanced DBS with Barred List Check

10.7.1 Pippa Pop-ins applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at Pippa Pop-ins which amount to "regulated activity" as defined in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 (as amended).

10.7.2 The purpose is to identify whether a candidate is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Regulated activities include teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical emotional or educational wellbeing, or driving a vehicle only for children. Any position undertaken at, or on behalf of Pippa Pop-ins, will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more on an ongoing basis; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

10.7.3 Roles which are carried out on an unpaid basis e.g. student placement will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

10.7.4 It is for Pippa Pop-ins to decide whether a role amounts to “regulated activity” considering all the relevant circumstances. However, nearly all our posts with Pippa Pop-ins will amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in an office outside of term time or voluntary posts which are supervised, or home-based roles, or roles based from Head Office (providing they are supervised when children are in the building). Barred list information must not be requested on any person who is not engaging in or seeking to engage in regulated activity.

10.8 DBS Update Service

10.8.1 All new staff must register with the DBS update service within 30 days of the date of issue shown on their DBS certificate. Pippa Pop-ins will apply and pay for the new DBS in all cases where the new staff member is not registered on the update service. Staff who maintain the subscription will then have an up-to-date DBS status that they can view online any time and take with them from job to job. By confirming their enrolment in the Update Service, staff give Pippa Pop-ins permission to check their status annually.

10.8.2 If the candidate does not register within 30 days, they will have to pay for a new DBS certificate each time it is required.

10.9 Periods Lived Overseas

10.9.1 In addition to DBS checks, candidates with periods of overseas residence and those with little or no previous UK residence will also be asked to provide further information, including a criminal record check (or equivalent) or a letter (via the candidate) from the professional regulating authority (this is often the Department/Ministry of Education but varies across the world) in the country (or countries) in which the candidate has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Further details can be found here: Criminal records checks for overseas candidates - GOV.UK

10.9.2 A DBS check will still be required even if the individual is new to the UK

10.9.3 Pippa Pop-ins' policy is that the recruitment team point candidates to gov.uk guidance and the candidate applies for overseas checks themselves. If a specific country doesn't do overseas checks, we do letter of good conduct for which the candidate supplies a referee, and the recruitment team makes a request to follow up.

10.9.4 Where a member of staff has worked in a school in the UK since moving from overseas, without going back overseas, an existing overseas check will be accepted as long as it covers their complete time overseas.

10.9.5 Pippa Pop-ins refers to Home Office guidance on what checks are available from different countries.

10.9.6 Pippa Pop-ins recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances Pippa Pop-ins will seek to obtain further information from the country in question, such as letter of professional standing.

10.9.7 Where a candidate has carried out teaching work outside of the UK, Pippa Pop-ins may ask the candidate to provide proof of their past conduct as a teacher by obtaining a letter of professional standing (as above) from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher. Pippa Pop-ins will also ask the candidate (and their referees) to disclose whether they have ever been referred to or is the subject of a sanction or restriction issued by the regulator of the teaching profession in the countries in which they have carried out teaching work.

10.9.8 Pippa Pop-ins may allow a successful candidate to commence work pending receipt of a formal check from a particular country if it has received a reference and/or letter of professional standing from that country and considers the candidate suitable to start work and if all other the required checks and documents have been successfully completed. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process and the hiring manager will complete a risk assessment which will be added to the employee's online staff folder. Unless expressly waived by Pippa Pop-ins, continued employment will remain conditional upon Pippa Pop-ins being provided the outcome of the formal check and it being considered satisfactory.

10.9.9 If no information is available from a particular country Pippa Pop-ins will carry out an assessment of whether the candidate is suitable to work at Pippa Pop-ins on the basis of all other suitability information that has been obtained during the recruitment process. Pippa Pop-ins will take proportionate risk-based decisions on a person's suitability in such circumstances. All suitability assessments are documented and retained on file.

10.9.10 If the formal check is delayed and Pippa Pop-ins is not satisfied about the candidate's suitability in the absence of that information, the candidate's proposed start date may be delayed until the formal check is received.

10.10 Identity Checks

10.10.1 All candidates must bring with them to interview, three original documents which evidence their identity as prescribed in the DBS identity checking guidelines found here.

10.10.2 Where a candidate claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

10.10.3 Pippa Pop-ins asks for the date of birth of all candidates (and proof of this). Proof of date of birth is necessary so that Pippa Pop-ins may verify the identity of and check for any unexplained discrepancies in the employment and education history of all candidates. Pippa Pop-ins does not discriminate on the grounds of age.

10.10.4 Should a candidate attend interview without the correct documentary evidence, without good cause, the interview may be cancelled and Pippa Pop-ins may choose not to progress their application further even upon subsequent submission of the documentation.

10.10.5 Only original documents are accepted, and scans/photocopies will be made. Copies of documents made for unsuccessful candidates will be securely destroyed at the closure of the recruitment process. Copies of documents made for successful candidates will be added to their personnel file.

10.11 Right to Work in the UK

10.11.1 All candidates need to show proof of their right to work in the UK. Where a candidate does not have a British passport, we will check the relevant visa/endorsement page as well as the usual passport ID page.

10.12 Qualification Checks

10.12.1 If a candidate is applying for a role linked to a specific qualification, these must be checked by the hiring manager against this list issued by the DfE and verified to be full and relevant.

10.12.2 Original certificates and qualifications must be seen, and copies made and filed on Hi Bob noting who verified the qualification and when.

10.13 Suitability Checks

10.13.1 All candidates will be asked to compete a self-disclosure check on their suitability to work with children. This check will be completed termly following a successful hire.

10.14 Health Checks

10.14.1 As a responsible employer, we ensure that those we employ have the mental and physical fitness to carry out their work responsibilities. Therefore, we request all prospective staff to complete a medical questionnaire once an offer of employment has been made. If necessary, we will seek further medical advice, with the written consent of the prospective employee. This also applies to those who seek to work for us either as supply staff or volunteers. This check will be re-completed on an annual basis (or more frequently if an employee's medical situation/medication changes).

10.14.2 No job offer will be withdrawn without first consulting with the candidate, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

10.15 Online Searches

10.15.1 In accordance with KCSIE, proportionate online searches are carried out on shortlisted candidates. The online searches Pippa Pop-ins carries out may include searches of internet search engines, websites and social media platforms. Candidates are not required to provide account passwords or to grant Pippa Pop-ins access to social media or professional networking account content that is not publicly available. However, if information (such as profile pictures and/or account bios) is publicly available when a social media or professional networking site account is locked and can therefore be viewed by Pippa Pop-ins, it may be taken into account as part of the online search.

10.15.2 In carrying out online searches, Pippa Pop-ins is looking for any publicly available information about a candidate that:

- may be relevant to their suitability to carry out the role for which they have applied;
- may be relevant to their suitability to work at Pippa Pop-ins or in an education setting;
- is of a safeguarding nature; and/or
- may have an impact on Pippa Pop-ins' reputation (whether positive or negative).

10.15.3 Any relevant information generated will be provided to the interview panel for discussion with shortlisted candidates at or post interview but prior to work commencing.

10.15.4 In evaluating any online information for relevance, Pippa Pop-ins will use the following criteria:

- whether the information is relevant to the position applied for;

- whether the information is relevant to the candidate's suitability to work at Pippa Pop-ins or in an education setting;
- whether the information could have an impact on Pippa Pop-ins' reputation (whether positive or negative);
- whether the information calls into doubt the candidate's willingness or ability to uphold Pippa Pop-ins' commitment to safeguarding and promoting the welfare of children;
- the length of time since the information became publicly available and whether the candidate's circumstances have changed since the information was published;
- whether the information reveals a pattern of concerning behaviour; and
- the relevant circumstances and the explanation(s) offered by the candidate.

10.15.5 Any such checks must comply with UK data protection laws, including the GDPR and the Equality Act 2010, ensuring that no discriminatory or biased decisions are made. Personal opinions or lawful activities outside of work should not be used to unfairly disadvantage candidates unless they directly impact their suitability for the role.

10.16 Third Party Contractors

10.16.1 Pippa Pop-ins will assess the appropriate level of checks required for contractors on a case-by-case basis (depending on contractors' engaging in regulated activity or having regular contact with children) and carry out a risk assessment as required. Contractors engaged by Pippa Pop-ins, who are not engaged in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, must complete the same checks for their staff that Pippa Pop-ins is required to complete for its staff. Pippa Pop-ins requires confirmation (in writing) that these checks have been completed before staff of the Contractor can commence work at Pippa Pop-ins. Where external contractors do not have access to the necessary database to do the relevant checks, Pippa Pop-ins will do the missing check(s) themselves.

10.17 Agency Workers and Student Placement

10.17.1 The Head of Nursery will obtain written notification from any organisation used to recruit agency workers that the organisation has satisfactorily caried out safer recruitment checks on the individuals who will be working at the nursery.

10.17.2 The level of checks required on a student placement is dependent on the type of duties they will be performing, but the nursery will be undertaking a regulated activity and therefore will require an enhanced DBS check with a Barred List check. Student placements will also be required to complete a suitability check, medical form, and to provide a reference from their college (and/or employer). Records will be held locally in-setting.

10.17.1 Students under 16 years are unable to obtain an enhanced DBS check with Barred List but must have a basic DBS check completed prior to placement. They will not

be left unsupervised with children. A risk assessment will be completed for any such pupils.

11. Inductions

11.1 All staff who are new to the nursery will receive information on the mandatory policies and a copy of the Staff Handbook. It is every staff member's responsibility to read and understand the handbook.

11.2 All new staff members undergo a period of monitoring (induction period) and must meet regularly with their hiring manager in line with the guidelines laid out in their employee handbook.

11.3 All new staff members must complete all mandatory online training and attend any additional training deemed appropriate by their line manager.

11.4 In cases where short term agency staff are required to cover sickness or unexpected vacancies, the DSL must complete the day one induction for agency staff and hold this on record. DSLs must assure themselves that the agency staff in question have the relevant understanding of policy and procedures to enable them to safely care for children.

11.5 Where agency staff have been employed on a longer-term basis they should be inducted and trained in the same ways as permanent staff.

11.6 If at any point during this induction period or longer probation period there are any concerns about the employee's behaviour or suitability to work with children, these must be addressed immediately by the Head of Nursery in line with our safeguarding and disciplinary policies.

12. Reporting Obligations

12.1 Ofsted and the LADO must be informed immediately (and at any rate, within 14 days of the nursery's becoming aware) if any staff member is suspended, 'disqualified' or is dismissed (or would have been, had they not left their employment first) because they have harmed a child or put a child at risk of harm. Under the Safeguarding Vulnerable Groups Act 2006, a referral will also be made to the Disclosure and Barring Service. The report to Ofsted must include:

12.1.1 details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;

12.1.2 the date of the order, determination or conviction, or the date when the other ground for disqualification arose;

12.1.3 the body or court which made the order, determination or conviction, and the sentence (if any) imposed; and

12.1.4 a certified copy of the relevant order (in relation to an order or conviction).

13. Artificial Intelligence

13.1 Pippa Pop-ins does not use artificial intelligence software as a decision-making tool at any stage of the recruitment process, including in respect of external and internal applications and promotion proposals.

14. Retention of Information

14.1 Copies of documents used to verify the successful candidate's identity, right to work and required qualifications are kept on their HR file as per DBS guidelines.

14.2 Pippa Pop-ins' policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. See here for further information.

14.3 In particular, the Pippa Pop-ins will:

- Pippa Pop-ins will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding: and
- not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.