Safe Recruitment Policy & Support for Staff and Volunteers

(Supervision and Appraisal)

Recruitment and selection process

To make sure we recruit suitable people for Manor Farm, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training. We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children:

Advertising

When advertising roles, we will make clear our setting's commitment to safeguarding and promoting the welfare of children and that safeguarding checks will be undertaken as standard. Our application forms will request information relating to any criminal convictions and whether any offences are "spent" as defined by the Rehabilitation of Offenders Act 1974. Our shortlisting process will involve at least 2 people and will consider any inconsistencies and look for gaps in employment and reasons given for them. Once we have shortlisted candidates, we will ask them to complete a self- declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes if they have a criminal history, whether they are included on the barred list, whether they are prohibited from working with children and information about any criminal offences committed in any country in line with the law as applicable in England and Wales and any relevant overseas information. Candidates will sign a declaration confirming the information they have provided is true.

References

When seeking references and checking employment history, we will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview. We will liaise directly with referees and verify any information contained within references with the referees. We will ensure any references are from the candidate's current employer and completed by a senior person. We will obtain verification of the candidate's most recent relevant period of employment if they are not currently employed. The information on the application form will be compared with that in the reference and we will take up any inconsistencies with the candidate.

Interviews

When interviewing candidates, we will probe any gaps in employment, or where the candidate has changed employment or location frequently and ask candidates to explain this. We will explore any potential areas of concern to determine the candidate's suitability to work with children. All staff will be required to pass an ID check and this information will be held in

individuals' personnel files. There will be at least one person on any interview panel for any post at the setting that will have undertaken safer recruitment training. This will cover, as a minimum, the contents of Keeping Children Safe in Education (2026), and will be in line with local safeguarding procedures.

Vetting of Social Media Accounts

In line with Keeping Children Safe in Education (KCSIE) guidelines, management reserves the right to vet potential new staff member's social media accounts. These checks are essential for safeguarding children, protecting the setting's reputation, and ensuring that staff align with the setting's values.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the setting has had the appropriate level of DBS check. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances. We will check the identity of all contractors and their staff on arrival to the setting. For self-employed contractors such as music therapists or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

Volunteers

We will never leave an unchecked volunteer unsupervised or allow them to work in regulated activity. We will obtain an enhanced DBS check with barred list information for all volunteers who are new to working at Manor Farm. We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought. All new volunteers will be offered an induction to Manor Farm and/or induction training including fire drill and emergency evacuation training and a comprehensive overview of our risk assessments. They may also be required to undertake safeguarding and prevent duty training. Volunteers are not left alone with children unless they are a fully registered but unpaid staff member. All new volunteers will be required to familiarise themselves with our policies and procedures.

New & Current Staff

All staff and volunteers will be required to provide medical information including a next-of-kin contact and state any medical conditions that they feel employers need to be made aware of.

All new staff must demonstrate up to date qualifications. All staff working with children must have Attachment and Trauma Informed, Safeguarding, FGM and Prevent duty training or complete training provided through Manor Farm before commencement of their post. All new staff will be offered an induction to Manor Farm and/or induction training including fire drill and emergency evacuation training and a comprehensive overview of our risk assessments.

All new staff are given extensive onsite training and are not included in daily ratios until the manager is satisfied they have completed their training successfully. New staff are expected to familiarise themselves with our policies and procedures and read our staff handbook before joining the team. Regular staff training events are conducted with full staff planning, preparation and support days being held each termtime on a Friday.

Supervision and Appraisal

Regular supervision and appraisal form an important part of our ongoing safer recruitment and safeguarding responsibilities. All staff receive three formal supervision sessions each year, alongside an annual appraisal. These provide an opportunity to review performance, professional conduct, wellbeing and training needs, as well as discuss any concerns relating to safeguarding, professional boundaries or working practices. Supervision and appraisal also allow us to recognise individual achievements, identify areas for development and ensure staff feel supported in their roles. Any training or development needs identified will be followed up through our Staff Training and Development arrangements.

All staff will be offered opportunities to continue their personal development through Manor Farm's investment in ongoing staff training. We champion the philosophy 'learn something new every day' and are proactive in encouraging staff to upskill themselves and explore new skills and interests.

This policy will be reviewed annually or sooner if required.

Policy Last Reviewed: 13th November 2026

Next Review Due: 13th November 2027