Staff Recruitment & Vetting Policy (2025–2026)

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1. Purpose

This policy ensures that recruitment and selection at Little Wonders Nursery are conducted fairly, ethically, and in compliance with UK legislation. It aims to safeguard children's welfare by ensuring all staff are suitable, competent, and qualified.

2. Scope

Applies to all individuals applying for positions at Little Wonders Nursery, including permanent, temporary, agency staff, volunteers, and students.

3. Recruitment Process

- **Advertising and Selection**: All recruitment advertising, job descriptions, and person specifications will clearly state the necessary qualifications, experience, and qualities required for the position.
- **Equal Opportunities**: An equal opportunities approach will be adopted in all recruitment activities, ensuring no discrimination on grounds of race, gender, disability, religion, or any other protected characteristic.
- **Application and References**: All applicants will be required to complete a full application form and provide two professional references.

4. Vetting and Background Checks

- **Enhanced DBS Checks**: All staff, including volunteers, will undergo an enhanced Disclosure and Barring Service (DBS) check as part of the recruitment process. This will be conducted prior to employment commencement. The latest ID checking guidelines, effective from 22 April 2025, must be followed.
- **Children's Barred List Check**: The nursery will also carry out a "Children's Barred List" check for all relevant staff.
- **References**: All staff must provide satisfactory references from their previous employers, covering at least two years of employment.

- **Right to Work Verification**: Right to work in the UK will be verified for all staff members. From 31 October 2024, physical Biometric Residence Permits (BRPs) are no longer valid for right to work checks. Workers must now prove their immigration status through a UK Visas and Immigration (UKVI) online account linked to an electronic visa (eVisa).
- **Overseas Staff Checks**: Overseas staff must undergo appropriate checks from their country of origin, including criminal background checks, if applicable.

5. Ongoing Monitoring

- **DBS Rechecks**: While there is no official expiration date for DBS checks, it is considered best practice to renew them every three years or more frequently for high-risk positions.
- **Training and Qualifications**: Staff suitability will be monitored throughout their employment, with regular evaluations of their ongoing qualifications and training.