



*The Lindens*  
*Steiner Waldorf Early Years*

## SAFER RECRUITMENT POLICY AND PROCEDURE

### RELATED DOCUMENTS:

Safeguarding and Child Protection Policy  
GDPR Policy  
Privacy Statement  
Confidentiality Statement  
Equal Opportunities Policy and Procedure  
Job Descriptions  
Employment Application Form  
Induction Checklist  
Referee form  
Annual declaration form

### POLICY STATEMENT

At The Lindens we aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team. We are committed to providing the best possible care to our children, and to safeguard and promote welfare of young children.

The Lindens is also committed to providing a supportive working environment for its members of staff. We recognise that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who share this commitment. The Lindens will follow strict safeguarding procedures to protect all children in our care and expects all staff and volunteers to share this commitment.

The Lindens is an equal opportunities employer and does not discriminate against anyone on the grounds of age, sex, race, disability, pregnancy, marital status, sexual orientation, gender or religion.

### PROCEDURES

- We ensure that all applicants, staff and visitors are aware of the procedures in place to recruit and vet people who will be caring for or have regular contact with children.



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- Interviews are conducted by more than one member of staff, at least one of whom has received Safer Recruitment training.
- Two references are required for all staff, one of whom is the applicant's most recent employer. These must be received by The Lindens prior to the employment start date. References are followed up with a phone call to check these are reputable.
- Staff must disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children. An annual declaration form will be completed by all employees regarding disqualification from childcare.
- All new staff have a probationary period of 4 months at the beginning of their employment. This can be extended at the discretion of the managers.
- All staff, students and volunteers receive a full induction into the setting on their first day of employment at The Lindens.
- All new staff are required to undertake training in Safeguarding, Food Hygiene and Paediatric first aid.
- All new staff have a mentor for their first year of working at The Lindens.
- Until all necessary checks have been completed, the new employee will not have unsupervised access with the children.
- We keep the following information as part of staff files: personal details, evidence of qualifications, identity checks, details of DBS, references and staff suitability declaration checklist.
- We keep an online Single Central Record with online SCR and get a weekly update on its status.