



Safer Recruitment Policy

Bumble & Bloom Childcare · Compliant with EYFS September 2025

This policy sets out how we ensure that any assistant, apprentice, student or volunteer working with children at Bumble & Bloom Childcare is suitable, safely recruited and appropriately vetted.

Application and interview

- All roles have a written role description with clear safeguarding responsibilities.
- Applicants complete a written application including full employment history, gaps explained, and disclosure of any relevant convictions.
- Shortlisted candidates are interviewed face to face using questions that probe values, safeguarding awareness and understanding of child development.

Vetting checks

- An Enhanced DBS check with Children's Barred List check is obtained before an offer is confirmed. Where the DBS Update Service is used, checks are re-verified annually.
- A minimum of two written references is taken up, including one from the most recent employer working with children.
- Right-to-work in the UK is verified. Overseas applicants provide additional checks covering time spent living abroad.
- Qualifications, first aid certification and identity are verified from original documents.

Induction and probation

- New starters complete a structured induction covering safeguarding, health and safety, medication, intimate care, allergen management, whistle-blowing and this setting's policies.
- A probation period is used to observe practice, provide feedback and confirm suitability.

Ongoing suitability

- All staff are required to disclose immediately any event that may affect their suitability, including cautions, convictions, medical conditions or safeguarding allegations.
- Annual self-declarations of suitability are signed by every member of staff.
- Supervision, appraisal and regular safeguarding refresher training support continued safe practice.

Students, volunteers and visiting professionals

- Students on placement are supervised at all times and are never counted in the child:staff ratio.
- Visiting professionals are vetted and supervised in line with our Visitors Policy.

Records and review

- A single central record of all vetting checks is maintained securely.
- This policy is reviewed at least annually and after any change in national safer recruitment guidance.