

Parkside Playgroup

13. Recruitment Checks

The provider must obtain the required enhanced criminal records check and, where applicable, barred list check for persons covered by the EYFS requirements. From 1 September 2026, providers must not allow an individual to begin working or volunteering at the setting until the applicant's required enhanced criminal records and barred list check has been received, subject only to the specific EYFS exception for supervised volunteers who help out occasionally as described in the statutory framework.

Providers must tell staff and prospective staff that they must disclose information which may affect their suitability to work with children, including relevant arrests, charges, convictions, cautions, court orders, reprimands and warnings, whether received before or during their work at the setting. Suitability is kept under review throughout employment or engagement.

At least one written reference must be obtained for staff, students and volunteers before recruitment in accordance with the EYFS. References are verified, discrepancies are followed up and concerns are resolved before appointment is confirmed.

The setting records staff qualifications and identity checks, vetting processes, references and criminal record checks, including the reference number and date obtained, in accordance with the EYFS and data protection requirements.

Obtaining references

As part of our commitment to safer recruitment Parkside Playgroup will always obtain references from applicants for roles in our setting. Robust recruitment checks are essential to ensuring that unsuitable persons cannot have contact with children through employment with us.

Obtaining references is an essential element of our recruitment process. We will always obtain a reference prior to employment commencing in line with the requirements of the EYFS as follows:

Our application process requires candidates, to supply us with the contact details of a suitable referee from:

- Their current employer, training provider or early years education and care setting
- A senior person within the organisation who is authorised to provide a reference.

If the applicant is not currently employed, or is not currently working with children we will:

- Obtain verification of the applicants most recent relevant employment if they are not currently employed
- Obtain a reference from the applicants most recent relevant employer from the last time they worked with children

If the applicant has never worked with children we will obtain a reference from their current employer, training provider or education setting.

- We do not accept references from the following
- Family members
- A generic reference i.e. 'to whom it may concern'.

Once a reference is received

A reference received electronically will be checked to ensure that it originates from a legitimate source.

We will compare the information on the original application form against relevant information given in the reference, for example, checking that dates align, and roles and responsibilities listed are consistent. Where this is not the case, we will take up any discrepancies with the applicant.

If information is incomplete or we feel it is insufficient for us to make an informed decision about the applicant's suitability, we will contact the referee for clarification.

Before an offer of employment is made, we will ensure any concerns are resolved satisfactorily.

In line with best practice, we will seek to gain explanations for any gaps in employment.

Single Central Record (SCR) and Safer Recruitment Policy

Policy Statement

Parkside Playgroup is committed to safeguarding children and ensuring that all adults working with children are suitable to do so. As part of our safer recruitment procedures, we maintain a Single Central Record (SCR) of recruitment and suitability checks for all staff, volunteers, students, apprentices, agency staff and committee members where applicable.

Although a Single Central Record is not a statutory EYFS requirement, it provides robust evidence that appropriate recruitment and suitability checks have been completed and supports safeguarding accountability.

Procedures

The Single Central Record will be maintained by the Manager or nominated safeguarding lead and will be reviewed regularly.

The record will include, where applicable:

- Verification of identity.
- Enhanced DBS check and DBS certificate number.
- DBS Update Service status checks where used.
- Verification of qualifications relevant to the role.
- Employment history checks and explanation of any gaps.
- Satisfactory references obtained and verified.
- Right to work in the United Kingdom.
- Disqualification under the Childcare Act declaration.
- Prohibition, restriction or suitability checks where applicable.
- Date employment commenced.
- Date checks were completed.
- Ongoing suitability declarations.

Any concerns arising from recruitment checks will be risk assessed and resolved before a person commences employment or has unsupervised access to children.

The SCR will be stored securely and made available for inspection by regulatory agencies when required.

This policy was adopted at a meeting of

Parkside Playgroup

Held on

Sept 2026

Date to be reviewed

Sept 2027

Signed on behalf of the provider

Name of signatory

Brenda Henrick

Role of signatory

Chairperson