



**Oakbridge Little Learners LTD**  
66-68 Bridge Cross Road  
Burntwood, Staffordshire, WS7 2BY  
[contact@oakbridgelittlelearners.co.uk](mailto:contact@oakbridgelittlelearners.co.uk)  
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## SAFER RECRUITMENT

### Policy Statement

Oakbridge Little Learners Ltd is committed to safeguarding and promoting the welfare of children. We operate a robust safer recruitment process to ensure that all staff, students and volunteers are suitable to work with children.

Safer recruitment is a key part of our safeguarding responsibilities and applies to all recruitment and selection activities.

This policy is implemented in line with the **Early Years Foundation Stage (EYFS)** and **Working Together to Safeguard Children (2023)** and should be read alongside the **Safeguarding & Child Protection Policy, Disclosure and Barring Service (DBS) Policy, Whistleblowing Policy, and Equality and Diversity Policy.**

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### Aims of the Policy

- To deter unsuitable people from working with children
  - To identify and recruit the safest and most suitable candidates
  - To ensure all required checks are completed before employment begins
  - To promote equality, fairness and safeguarding in recruitment
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### Equal Opportunities

Oakbridge Little Learners Ltd is committed to equality of opportunity and does not discriminate on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity



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- Race
- Religion or belief
- Sex
- Sexual orientation

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## Advertising and Applications

- Job advertisements include a safeguarding statement
- A job description and person specification are provided
- Application forms require:
  - full employment history
  - explanation of gaps in employment
  - declaration of criminal convictions
- All posts are exempt from the **Rehabilitation of Offenders Act 1974**

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## Shortlisting and Interviews

- Shortlisting is based on the job description and person specification
- Interviews are conducted by at least **two members of management**
- Candidates may be asked to complete:
  - an observed activity with children
  - Candidates will be asked specific questions to assess their attitudes towards safeguarding and child protection.

## Online Searches

- As part of the shortlisting process, Oakbridge Little Learners Ltd may carry out an online search on shortlisted candidates



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- This is to identify any information that may be relevant to their suitability to work with children
  - Any concerns identified will be explored with the candidate during the interview process
  - Online searches will be conducted in a fair, proportionate and consistent manner
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## References

- A minimum of **two professional references** are obtained
  - References are:
    - requested directly from referees
    - verified by telephone or face-to-face where possible
  - Open references, testimonials or references from relatives are not accepted
  - Where requested, references from current employers are obtained prior to appointment
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## Pre-Employment Checks

Any offer of employment is conditional upon satisfactory completion of:

- Enhanced DBS check (including barred list check where applicable)
- Two satisfactory references
- Identity verification
- Verification of qualifications
- Right to work in the UK
- Full employment history



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- Medical suitability declaration where required
- Disqualification by association check (where applicable)
- Checks of professional registration where required (e.g. childcare qualifications or relevant bodies)

No individual is permitted to start work until all required checks are complete, unless appropriate risk assessment and supervision arrangements are in place.

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### **Induction and Training**

- All new staff complete an induction programme
  - Safeguarding training is completed before unsupervised work
  - Ongoing training is provided and refreshed regularly
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### **Students and Volunteers**

- Students and volunteers attend an initial meeting before placement
  - Appropriate DBS checks are obtained or verified
  - Students and volunteers are **never left unsupervised**
  - All students and volunteers are supervised at all times
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### **Record Keeping**

- Recruitment records are stored securely
  - A **single central record** is maintained
  - Records are reviewed regularly by management
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### **Monitoring and Review**



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- Recruitment procedures are monitored to ensure effectiveness
- This policy is reviewed regularly and following changes in legislation or guidance
- The Designated Safeguarding Lead oversees safer recruitment arrangements.

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## Policy Review

**Created:** August 2015

**Reviewed:** January 2026