



Safer Recruitment Policy and Checklist

(Overseas Staff)

Purpose

This policy ensures all recruitment – especially of candidates from outside the UK – is carried out safely, fairly, and in line with safeguarding requirements. The welfare of children is the highest priority.

Scope

This applies to:

- All job applicants from outside the UK
- Volunteers, students, and agency staff
- Permanent and temporary employees

Pre-Recruitment Requirements

Job advertisement

- Include safeguarding and commitment statement
- State that checks (including overseas) will be required



- Full employment history (with explanation for gaps)
- Declaration of criminal convictions
- Disclosure of any safeguarding concerns

Identity & Right to Work Check

- ☐ Passport verified
- ☐ Visa/immigration status checked
- ☐ Right to Work confirmed (Home Office guidance followed)

Criminal Records Checks

- ☐ Enhanced DBS check complete (if in UK)

Overseas Checks

- ☐ Police clearance certificate obtained from home country
- ☐ Certificate of good conduct (if available)
- ☐ Additional countries checked (if lived abroad for 6+ months)



If checks are not available:

- ☐ Risk assessment completed
- ☐ Increased supervision in place

References

- ☐ 2 references obtained
- ☐ Most recent employer included
- ☐ Childcare related reference (where possible)
- ☐ References verified (email/phone confirmation)
- ☐ Any concerns followed up

Employment History

- ☐ Full timeline reviewed
- ☐ Gaps in employment explained
- ☐ Concerns explored during interview



Qualifications

- [] Certificates obtained
- [] Verified for authenticity
- [] UK equivalency checked (if overseas qualification)

Interview Process

Safeguarding Questions Included:

- [] Understanding of child protection
- [] Attitudes towards safeguarding
- [] Scenario-based safeguarding questions
- [] Behaviour and conduct expectations

Interview panel:

At least one safeguarding-trained interviewer present



Risk Assessment (For Overseas Candidates)

A written risk assessment must include:

- Availability of criminal record checks
- Country-specific safeguarding risks
- Employment gaps or inconsistencies
- Reference reliability
- Supervision requirements

[] Risk level assessed (Low/medium/high)

[] Control measures documented

Conditional Offer

Offer of employment is subject to:

[] Satisfactory DBS/Overseas checks

[] Verified references

[] Identity confirmed

[] Qualification checks



Induction

Before starting work:

- [] Safeguarding training complete
- [] Policies read and signed (safeguarding/behaviour/whistleblowing)

Probation & Monitoring

- [] Probation period (3 months)
- [] Regular supervision meetings
- [] Safeguarding knowledge reviewed
- [] Performance monitored

Ongoing Safeguarding

- [] Update safeguarding training (3 years)
- [] DBS re-checks (3 years)
- [] Clear reporting procedures in place



Safeguarding Statement

Once Upon A Time Nursery is committed to safeguarding and promoting the welfare of children. All staff are expected to share this commitment.

Recruiting Manager Name:

Signature:

Date: