

Bizzie Lizzies Nursery and Pre School.

Nursery Ofsted URN- EY392303
Preschool Ofsted URN – EY2549120 RP
number - 906327

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Recruitment and new staff
procedure.

Safe and Fair Recruitment Policy

Links to:

- [Safeguarding Policy](#)
- [Staff Code of Conduct](#)
- [New Staff Induction Policy](#)
- [Staff Management Policy](#)

Policy Statement

At *Bizzie Lizzies*, we believe that the safe recruitment of staff is the first step to safeguarding and promoting the welfare of the children in our care.

We are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff, volunteers, and visitors to share this commitment.

Safe recruitment can only be achieved through:

- Robust and consistent recruitment procedures
- Effective inter-agency cooperation
- Recruitment and retention of competent, motivated employees who are well-suited to their role

We value diversity and are committed to building a workforce that includes people from a wide range of backgrounds, skills, and experiences.

We are also committed to equality of opportunity and will not discriminate against applicants on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion, or belief.

All recruitment will be systematic, transparent, and in line with safeguarding and employment legislation.

Recruitment Procedures

Advertising a Vacancy

Job advertisements will be posted on appropriate platforms, including job sites and local social media. Each advert will include:

- Business name and location
- Job title and working hours
- Main duties of the role
- Safeguarding responsibilities
- Pay scale
- Essential and desirable qualifications/skills
- Confirmation of pre-employment checks (e.g. DBS, overseas checks)
- Closing date and proposed start date
- Instructions to send a CV in the first instance

Shortlisting

- The interview panel will be agreed in advance (including the manager, deputy, and safeguarding lead where possible).
- Candidates will only be shortlisted if they meet all the *essential* criteria listed in the advert.
- Unsuccessful applicants will be contacted to inform them they have not been selected for interview.
- Shortlisted candidates will be sent a full application pack including:
 1. Application form
 2. Job description and information about the setting
 3. Safeguarding and Child Protection Policy
 4. Person specification
 5. Outline of the selection process (with criteria explained)

6. Staff Suitability Declaration form (to be returned in a sealed envelope, only opened if a position is offered)
 7. Reference request details (minimum of 2 referees, one of whom must be the most recent employer)
 8. Reminder of the safeguarding requirement: it is an offence to apply for a role involving children if barred from working with them
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The Interview

At interview, the panel will:

- Take and retain copies of:
 - Photographic ID (passport or driving licence)
 - Relevant qualification certificates
 - Proof of eligibility to work in the UK (if applicable)
 - Ask all candidates the same set of structured questions (with scope for follow-up)
 - Ensure at least one question focuses on safeguarding and child protection
 - Address and clarify any discrepancies in CVs or application forms
 - Provide candidates with an opportunity to ask questions
 - Explain the next steps and give a clear timescale for decision-making
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Post-Interview

- The panel will meet to discuss the strengths and suitability of each candidate.
- Preferred candidates will undergo the following pre-employment checks:
 - Enhanced DBS check
 - Eligibility to work in the UK (including overseas checks if the candidate has lived abroad for more than 3 months in the last 10 years)
 - Verification of qualifications
 - Verification of at least two satisfactory references via a telephone call.
 - Staff Suitability Declaration review

(Staff Suitability forms for unsuccessful candidates will be destroyed, unopened.)

Appointment

- Once all checks are completed and satisfactory, the candidate will be offered the role.

- The successful candidate will receive:
 - A finalised job description
 - Details of the induction process
 - A confirmed start date
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Induction

Following appointment, new employees will follow the *Bizzie Lizzies* Induction Policy to ensure they are fully supported and embedded into the setting's safeguarding culture.