

**Recruitment Policy**

Applicants for posts (including volunteers) within the Nursery will be interviewed and informed that they are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and therefore must disclose any criminal convictions. A formal interview and a working interview will be held to ensure suitability.

References will be sought from successful candidates and all absences in employment will be questioned. A DBS check will be obtained and staff members will not be left unsupervised until a clear disclosure is received.

It is the staff’s responsibility to inform the nursery of any changes in home circumstances that may impact on their suitability to work with children.

This policy will be reviewed annually