



08 Staff, Volunteers and Students Policy

08.01 Recruitment Checks

Obtaining references

As part of our commitment to safer recruitment **Codicote Pre-School** 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.

Our preschool is committed to safeguarding and promoting welfare of children. In line with our Safer recruitment policy, all offers of employment are conditional upon the completion of all preschool employment checks, including receipt and verification of satisfactory DBS checks, references, identification, qualifications (where applicable), and the individual's suitability to work with children.

Following safer recruitment procedures (updated September 2026), employment is conditional upon receipt of a satisfactory enhanced DBS check. No employee will be permitted to commence employment until a valid Enhanced DBS certificate has been received and verified.

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.



CODICOTE PRE-SCHOOL

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- 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.
- No staff or volunteers will be permitted to work with the children until a valid and satisfactory DBS check has been received.

Further information and guidance

A120 New Employee Handbook (Alliance Publication)

A128 Recruiting Early Years Staff (Alliance Publication)

A129 People Management in the Early Years (Alliance Publication)