

## 08 Staff, assistants, volunteers and students procedures

# 08.1 Recruitment Checks

### Our Aim

At Peekaboo Childcare, keeping children safe is our number one priority. Part of this responsibility is making sure that every adult who works with us is suitable, safe and fully checked before they ever have contact with children. One important part of this is obtaining references.

### Why We Collect References

As part of our safer recruitment process, we always request references for anyone applying to work with us. These checks help ensure that no unsuitable person can gain access to children through employment.

This step is required by the Early Years Foundation Stage (EYFS), and we follow it carefully.

### Who We Ask for References

We always request references before employment starts.

We will ask applicants to provide details for at least two referees who must be:

- Their current employer, training provider, or early years setting, and
- A senior person who is authorised to give a reference.

If the applicant is not currently employed, or not working with children:

- We will verify their most recent relevant employment,
- And obtain a reference from the last employer where they worked with children.

If the applicant has never worked with children, we will request a reference from their:

- Current employer
- Training provider
- Or educational setting

✗ References we *cannot* accept:

- From family members
- Generic “to whom it may concern” references

## What We Do When a Reference Arrives

Once a reference has been received, we follow these checks:

✓ 1. We confirm it is genuine

If it arrives electronically, we check it comes from a legitimate and professional source.

✓ 2. We compare it to the application

We ensure the information matches, including:

- Dates of employment
- Job roles
- Responsibilities

If anything does not match, we discuss this with the applicant.

✓ 3. We check for missing or unclear information

If something is incomplete or unclear, we contact the referee for clarification.

✓ 4. We resolve any concerns

Before we offer a job, all concerns must be fully resolved.

✓ 5. We check for any gaps in employment

We ask applicants to explain any breaks in employment, following safer recruitment good practice.