



Staff Recruitment and Vetting Policy

Setting's Name:	Morning Star Nursery – Eldon Road
Date Last Reviewed:	06 th November 2025
Date of Next Review:	06 th November 2026

Morning Star ensure that all regulations and duties relating to recruitment and vetting of staff are met for the purposes of safeguarding.

Staff are interviewed prior to employment and at this point they are asked to show evidence of their qualifications and photographic identification. During interview staff are questioned about their knowledge of safeguarding. If successful at interview stage Morning Star seek to gain 2 references for the candidate one being from their most recent employer. The referee is asked for specific information relating to suitability to work with children.

Morning Star obtain a new DBS check for every new member of staff and this is renewed every 3 years.

DBS numbers and dates are kept on file.

If the staff member has a family member e.g. child or sibling, already attending Morning Star Nursery, they will not be permitted to work directly with the child or in the same room on a permanent basis and will be deployed in a different area of work within the building. If a family member enrolls to attend Morning Star Nursery, the staff member will not be permitted to work directly with the child or in the same room and will be deployed in a different area of work within the building.

At induction staff are questioned about their suitability to work with children. They must sign a staff suitability declaration which declares that neither they nor anyone they live with is disqualified from working with children. This is updated each term.

If a DBS check shows that a candidate is disqualified from working with children they will not be employed at Morning Star.

If a reference is obtained that contains any information causing concern this will be fully Investigated before deciding whether the candidate can be employed at Morning Star Nursery.

If references or the DBS check have not been received before the start of employment the member of staff will under no circumstances be left unattended with a child/ children.

All staff at Morning Star hold a relevant childcare qualification or are working towards obtaining a relevant childcare qualification.

All employees at Morning Star must complete a Health Risk Assessment Form detailing any health conditions they may have, family history of major health conditions and any prescribed medication which they take. This is updated annually and staff are aware that they must keep management fully informed of any changes to their medication or medical history.