



Little Giraffes

Empowering Little Learners

Recruitment Applicant Guidance

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Document Intent

This document is intended to support applicants with their application for a role at Little Giraffes. We have covered some key recruitments and expectations for our application process to allow potential applicants to make an informed choice if Little Giraffes is the right employer for them and to answer some of the questions you may have when considering an application.

Safeguarding Statement

“Little Giraffes is committed to safeguarding and promoting the welfare of children and expects all staff, students and volunteers to share this commitment. The successful candidate will be subject to rigorous safer recruitment checks, including an enhanced Disclosure and Barring Service (DBS) check and reference checks, in line with Keeping Children Safe in Education (KCSIE) and Early Years Foundation Stage. Candidates will be notified in advance of any online searches that will be carried out as part of due diligence during the recruitment process and need to give their consent before any online searches are conducted.”

Little Giraffes approach to Core Principles and Values:

We share our Brand Poster with potential applicants as part of our recruitment pack so applicants can make an informed decision about their ability to commit to our Core Principles and Values as an organisation.

At Little Giraffes we are fully committed to embedding our Core Principles and Values in everything we do. All our roles are built around these and through joining the team, you are embracing these.

Please do read the Brand Poster in full to ensure that you align to these and are able to commit to following them in every element of your practice. Our application process is continually assessing your suitability to our brand.

Little Giraffes approach to Application Forms:

At Little Giraffes we only accept fully completed application forms in line with safer recruitment best practice. We will not consider incomplete application forms or CVs. Please note that submitting a CV via Indeed.com or other platforms does not constitute an application and will not be processed as such.

Joining Little Giraffes is a big commitment and we need applicants to show their commitment through following a clear safer recruitment process. After all, our 'Safeguarding Statement' makes it clear that all staff must share this commitment. If you are submitting an incomplete application form, you are not sharing our safeguarding commitment which makes you unsuitable for Little Giraffes.

Little Giraffes approach to References:

At Little Giraffes we obtain references prior to interviews in line with safer recruitment best practice. As an Ofsted regulated childcare provider who is committed to stringent safer recruitment and safeguarding practice we are unable to amend this requirement.

One of our Core Principles is 'We maintain an OPEN approach within the setting'. If you are uncomfortable and unwilling to have an open conversation with your current employer about your application to Little Giraffes then you are not sharing our commitment to being OPEN. We require our team to be honest, trustworthy and comfortable having difficult conversations.

We know we may lose out on applicants who do not apply as they are uncomfortable with their current employer being approached for a reference prior to interview. However, our commitment

to our brand requires us to favour applicants who also demonstrate their adherence to our Core Principles and Values.

Little Giraffes approach to Recruitment Key Dates:

At Little Giraffes we follow a fair and transparent recruitment process. Our recruitment key dates are in place to ensure we can fulfil this and follow a stringent safer recruitment process. Significant time and resources are spent organising recruitment activities and part of the recruitment process is assessing applicants ability to meet deadlines and manage priorities. We are unable to accommodate any changes in our recruitment key dates.