



## Ecclesall Kids Club

### 1.3 Safer Recruitment Policy

Ecclesall Kids Club uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. When recruiting paid staff or volunteers we will follow the procedures set out below.

#### Advertising the vacancy

We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children and our Equal Opportunities Policy.

#### Initial enquiry

Upon enquiring about a vacancy, we will send potential candidates:

- a job description
- a person specification
- an application form

The application form includes:

- instructions that the application form must be completed by hand
- a declaration that all information is correct
- a section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned for any relevant offence
- a request for the contact details of two referees one of which should be the last employer; (if this is the candidate's first job, their course tutor is a suitable alternative), the other referee may be a character reference.

In order to be considered for interview, all applicants must submit a hand-written application form by the stated closing date. We will only accept CVs if they are also accompanied by our standard application form completed as required.

#### Interview procedure

We will notify all candidates selected for interview by letter. All candidates will be asked to bring to the following items to the interview:

- proof of identity, eg passport, driving licence or birth certificate
- proof of address, eg recent utility bill (not mobile phone) or bank statement
- proof of qualifications, ie the relevant certificates
- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

The interview will be conducted by a minimum of two interviewers. **All interviewers will have received training in Safer Recruitment.** All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form, for example gaps in career history, etc.



**Candidates may be asked to participate in a small supervised session with the children so that they can be observed interacting with the staff and children.**

Only when all candidates have been interviewed and observed in a session will we make our final selection, we aim to inform all candidates of the outcome within 5 working days of the date of their interview. *Ideally we will take up references before interview* where we are unable to do this we will not be able to make an offer of employment until we have received satisfactory references.

### **Appointing a new member of staff**

When we have selected the successful candidate, we will

- send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references and an enhanced DBS check
- contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
- initiate an enhanced DBS check for the candidate
- ask the candidate to complete a health questionnaire
- notify any unsuccessful interviewees

We will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file, together with their returned DBS number and date of check.

When a new member of staff starts work at Ecclesall Kids Club we will give him or her:

- our terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file
- all our Club policies, and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form will be kept on file

We will conduct a full induction and orientation programme with all new members of staff as set out in our Staff Induction policy. As part of that induction all staff will be required to undertake as a minimum appropriate training in Safeguarding, the Prevent Duty and for all staff handling food, Food Hygiene. If staff currently have the required levels of training, the details will be placed on our central record and updating dates will be determined.

### **DBS checks**

New staff will only be allowed to work *unsupervised* with children when we have received a DBS check for them and it is cleared in terms of suitability to work with children. If we decide to allow a new member of staff to begin work pending the completion of their DBS check, we will complete a written risk assessment first and they will not be allowed unsupervised access to the children until their DBS check



has been received and cleared. The Club will fund the costs of DBS checks for **all staff**. The Club will also fund the annual costs of the DBS Update service for permanent staff and for supply staff who intend to remain on our register rather than those undertaking a one off contract.

DBS checks for all staff will be updated every three years. Information about the status of DBS checks for all staff is kept on our **Central DBS Record**. Staff DBS information will be stored in accordance with our [DBS policy statement](#).

At all times we will ensure our policy is updated in line with SSCB (Sheffield Safeguarding Children Board) and is consistent with the guidance within the document DfE Keeping Children Safe in Education (2016) and the Statutory Framework for the early years Foundation Stage (suitable People) 2014.

### **Disqualification**

Ecclesall Kids Club will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. Note that a member of staff can become disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. All new staff must sign a declaration that they are not disqualified when they commence employment and all existing staff must sign the declaration annually to confirm that their status has not changed. If a member of staff becomes disqualified we will terminate their employment and notify Ofsted.

### **Immigration status**

The management is aware of Asylum and Immigration Act requirements and will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving licence, passport, and NI number.

This policy was adopted by: Ecclesall Kids Club	Date: 6/2/17
Reviewed: 18/11/20	Signed: <i>Ecclesall Kids Club Committee</i>