



Ecclesall Kids Club

1.3 Safer Recruitment Policy for Permanent, Temporary and Supply Staff

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
- A tailored version will be supplied to apprenticeship providers to enable them to recruit on our behalf.

The application form includes:

- instructions that the application form must be fully completed and all gaps accounted for
- 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 etc is a suitable alternative), the other referee may be a character reference.

In order to be considered for interview, all applicants must submit an 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 email. 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 process will be conducted by two individuals, either face to face or via video call if it is not possible to hold face to face interviews, except where the post is an apprenticeship as the initial screening interview and checks will be conducted by the apprenticeship provider, the second interview will be carried out and checks reaffirmed by the club. The interview may be split between an interview with the Business Manager and on site with the Play Manager/Deputy see **.

All interviewers will be familiar with this policy and at least one will be Safer Recruitment trained. 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. Where we receive speculative CVs, these will be brigaded with the next open recruitment and candidates will need to go through the same procedure, application form, interview etc, had they not applied speculatively.

** As part of the interview process candidates will be asked to participate in a supervised session with the children so that they can be observed by the Play Manager/s interacting with the staff and children. Ultimately this session and questions asked will be recorded and will influence the decision to appoint and the candidate will be informed of this at the point of offering the interview. During the Covid pandemic, as this may not be possible, the successful candidate may be offered a short trial period before their employment is confirmed, if they are new to this type of work, they will receive a funded DBS check and mandatory Safeguarding training prior to starting which the club will fund.

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 (or employment trial) until we have received two 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 by email and follow up confirmation call.
- initiate an enhanced DBS check for the candidate
- ask the candidate to complete a health questionnaire (if appropriate)
- notify any unsuccessful interviewees
- Put in place any reasonable adjustments necessary for candidates with disabilities or health conditions.

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, we must not keep DBS certificates. Documents used to perform checks will be disposed of in accord with the requirements of the Data Protection and DBS policy.

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 statement of terms; a copy of this will be kept on file
- A suitability declaration will be completed.
- an induction set of key 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. Further policies and support will be offered during induction.

- The candidate will be expected to read the key policies before starting with us and must undertake training in Basic Safeguarding (as per current SCSP guidelines) and Prevent. Where any food preparation is to be done, Food Hygiene will also be a requirement. If staff currently have the required levels of training, the details will be placed on our central record and updating dates will be determined.

We will conduct a full induction and orientation programme with all new members of staff as set out in our **Staff Induction**. Induction will take place over 1-2 weeks (as an additional staff member, not in ratio – length of induction time is dependant on the number of shifts to be worked).

Enhanced DBS checks

New staff will only be allowed to work *unsupervised* with children when we have received an Enhanced 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 the first DBS check for all staff. Where possible the Club will also fund the annual costs of the DBS Update service for permanent staff. Staff on temporary contracts and supply staff will not receive funding to join the update service but like all staff, will be encouraged to do so.

DBS checks for all staff will be updated every three years and Update service where staff agree to join will be checked annually, suitability checks will be completed annually and revisited at the 6 montly supervision Information about the status of DBS checks for all staff is kept on our **Central DBS Record which is stored confidentially in a locked cabinet**. Staff DBS information will be stored confidentially and disposed in accordance with our **DBS policy statement and Data Protection Policy**.

At all times we will ensure our policy is updated in line with SCSP (Sheffield Childrens Safeguarding Partnership) 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) and any other relevant guidance for our setting.

This policy was adopted by: Ecclesall Kids Club	Date: 2/11/18
reviewed: 23/02/22	Signed: Ecclesall Kids Club Committee