



## **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 permanent vacancies via Sector methods ( Out of School Alliance and EY Alliance for Early Years) and Indeed, and any job advertisements will include a statement about our commitment to safeguarding children and our Equal Opportunities Policy. For temporary or bank staff we have an open ongoing local advertisement and we will brigade suitable candidates for interview prior to selecting candidates. We will also retain a supply of school bank staff for breakfast club who may convert to fixed term or permanent positions if they wish. All employees of the club must be 17 or over with the exception of registered Apprentices.

#### **Initial enquiry and advertisement**

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. Cvs may be used as a pre sifting mechanism from Indeed.

#### **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. Though informal, 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 an 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. Candidates on trial and bank staff will receive a funded DBS check and mandatory Safeguarding training prior to starting which the club will fund and may be asked to undertake other training as required either before or soon after starting .

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 and a DBS check.

If a Disclosure is made either at interview, during DBS or after starting with regard to criminal cautions or convictions, pending or otherwise, advice will be sought if applicable in line with guidance on Safeguarding Vulnerable Groups.

### **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 if this hasn't been done prior to interview.
- 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 keep these on file, together with their returned DBS number and date of check, we will not keep DBS certificates but will keep receipts of checks performed to confirm that we have done them. Where a candidate is on the update service we will request to see their certificate and ensure it is enhanced, we will then seek their agreement to an update check and record the date that we checked. We will check that the original DBS certificate pertains to a job that is similar to the one we will be recruiting for and that the check is at the appropriate level. Documents used to perform checks will be disposed of in accord with the requirements of the Data Protections 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 ask them to sign their statement of terms; a copy of this will be kept on file
- A suitability declaration will be completed and it will be explained to the staff member and is in their contract that they must keep us informed if there are any changes to their suitability.
- 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. All staff must complete allergy training and Covid training if that is applicable. 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 2 weeks (as an additional staff member, not in ratio – length of induction time is dependant on the number of shifts to be worked and the previous experience of the staff member.

### **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, this includes school staff, we conduct our own DBS on school staff even though they will have an enhanced check in school. 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 strongly encouraged to do so. Management staff and Deputies must be on the update service and it is a condition of their employment to remain so.

DBS checks for all staff will be updated every three years and Update service where staff agree to join will be checked at least twice a year, suitability forms will be completed for all staff and revisited at the supervisions which take place every 12 weeks 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.

## Volunteers

From time to time the club has volunteers who request ( or their school or college University request) to work for us on a short term basis, this is mainly Duke of Edinburgh Awards, school work experience or University college students doing teaching or childcare courses who need a short term placement. Where volunteers are under 16, they will be supervised at all times or will shadow an experienced member of staff as an enhanced DBS check cannot be performed. They will need to sign our volunteers "contract and complete all our volunteering document including medical conditions and emergency contacts before starting. **See Volunteering Policy addendum to this policy.**

Where volunteers are 16 or over eg trainee teachers we will perform a reference check and a volunteers DBS enhanced check before they can start work in club. Volunteers will be given specific supervised work and will not be counted in staff ratios regardless of their age. Volunteers will receive basic induction, including safeguarding, health and safety, fire exits and will be given a copy of our safeguarding, staff conduct and whistleblowing policy as a minimum. As part of their induction it will be made clear who the Management Team and Leaders are as well as the DSLs in case they need to report any concerns. Where a volunteer works for us for more than a short period of a few weeks, we will also request they undertake a higher level safeguarding course. All staff will be made aware in advance of who volunteers are, why they are with us eg 1 week school work experience and what duties they are allowed/not allowed to perform.

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