

SAFER RECRUITMENT POLICY

1. AIM OF THIS POLICY

Clubland 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.

2. ADVERTISE THE VACANCY

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

3. INITIAL ENQUIRY AND APPLICATION

Upon enquiring about a vacancy, we will redirect potential candidates to our website whereby they can view a job description and person specification and complete an online application.

The application form includes:

- 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 or received a court order or final warning for any offence that may affect their suitability for working with children
- a section under the Childcare (Disqualification) 2009 Regulations that asks if the applicant has been barred from working with children, subject to any order relating to the care of children, refused registration or approval to care, foster or look after children, cautioned or convicted of any offences against a child or cautioned or convicted of any violent or sexual offences against an adult
- 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)

Following the completion of an application form, candidates are given a copy of our **Safeguarding Policy**, our **Basic Safeguarding Training** document and our **Child Protection Procedure** and asked to complete our Child Protection Test. Candidates are required to pass this test to move on to the next stage of the recruitment process.

Candidates will also receive a screening call to ascertain more information about the individual, ask any questions about issues that arise from their application form (for example, we will follow up on any gaps in the candidate's employment history rigorously and ensure we are satisfied with the explanation given, undertaking additional checks if necessary), share more about the role and organise an interview.

4. INTERVIEW PROCEDURE

Candidates will be invited to attend either an online (Microsoft Teams) or face to face interview via email.

The interview will be conducted by at least two interviewers. All candidates will be asked the same set of questions relevant to the role they are applying for. The interview will be scored against a set criteria and a certain score is required for the candidate to move on to the next stage of the recruitment process.

The candidate will be required to bring the following documentation to either their face-face interview, or their trial shift (should they choose to have an online interview and reach the next stage of the recruitment process):

- proof of identity, e.g., passport, driving licence or birth certificate
- proof of address, e.g., utility bill (not mobile phone) or bank statement all dated within the last 3 months

- proof of qualifications. i.e., the relevant certificates
- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

If successful at interview, all candidates will be invited to attend trial shift where they will be observed interacting with the staff and children. The Playscheme Manager will complete a form in order to provide feedback on the candidate's performance and a final decision will be made from this.

5. APPOINTING A NEW MEMBER OF STAFF

When we have selected the successful candidate, we will:

- send the candidate a written offer, which will clearly state that it is subject to the receipt of suitable references, full sight of a satisfactory enhanced DBS certificate and their registration with the DBS Update Service
- contact 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, or if the candidate is subscribed to the DBS Update Service, review their current DBS certificate and check their status online
- ask the candidate to complete a health questionnaire
- organise any training courses required for their role

We will also take copies of the new member of staff's qualification certificates and their proof of identity documentation and keep these on file.

When a new member of staff starts work at Clubland we will give them:

- their contract to sign; a copy of which will be kept on file
- an induction pack which includes information on our policies and procedures and required training
- information on their probation and objectives they are required to meet

We will conduct a full induction and orientation programme with all new members of staff as set out in our **Staff Induction and Training Policy**.

6. DISQUALIFICATION

Clubland cannot employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under section 75 of the Childcare Act 2006. 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 during their employment with us, we will terminate their employment and notify Ofsted.

7. DBS CHECKS

We will obtain enhanced DBS disclosure for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information. If candidates have subscribed to the DBS Update Service, we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued, we will obtain a new DBS disclosure for them. If a candidate has lived abroad during the last 5 years a letter of 'good conduct' will be sought from the appropriate countries' embassy.

New staff will only be allowed to have **unsupervised contact with children** when we have had full sight of a satisfactory DBS certificate for them.

If we decided 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 we have seen and reviewed their DBS certificate.

When we appoint a member of staff, we will keep a record of the date and number of their DBS disclosure and confirmation that they have signed up to the DBS Update Service. We will review Update Service checks every term.

8. DBS CHECKS WITH ANY RECORDED INFORMATION

If the DBS check returns showing criminal records information relating to harm to children or young people, violence, sexual assault, child sexual abuse images, terrorism offences, or anything else that might indicate they are unsuitable to work with children, The Human Resources team will firstly check the list of offences that automatically disqualify a person from working with children under the terms of the Childcare Act 2006. The list is available here:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

The Human Resources team may also seek further advice from the LADO (Local Authority Designated Officer) if they are unsure whether the disclosed offence is on the list of disqualified offences. If the candidate's offences disqualify them from working with children, then the offer of employment will be withdrawn.

If the offence shown on the disclosure is not on the list of disqualifying offences but still gives cause for concern, for example offences relating to theft or fraud or anything else that might pose a risk to the integrity of Clubland, The Human Resources team may choose to seek further advice (e.g., from UNLOCK or NARCO) to help inform their decision.

Where the offences are more minor and where children are unlikely to be at risk of harm, Clubland will decide on a case-by-case basis whether to confirm the appointment. This decision will be subject to undertaking a risk assessment of the applicant's criminal record. This will include giving the applicant the opportunity to provide an explanation for the offences, as well as the circumstances at the time. We will assess the applicants' attitude to their offence, and whether they would act differently now.

In all cases we will discuss any matter revealed on a DBS certificate with the applicant before withdrawing the conditional offer of employment.

9. IMMIGRATION STATUS

The Human Resources team are aware of Asylum and Immigration Act requirements and will check the eligibility 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.

10. EQUALITY ACT 2010

At all points during the recruitment process, Clubland will comply with the Equality Act 2010 to ensure the fair and equal treatment of practitioners of different gender, race, and sexual orientation etc.

11. RELATED POLICIES

See also our related policies: **Basic Safeguarding Training**, **Child Protection Procedure**, **Safeguarding Policy** and **Staff Induction and Training Policy**.