

Wickwar Out of School Club

Policy for the Safe Recruitment of Staff and Volunteers

Wickwar Out of School 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.

Initial enquiry

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

- a job description
- a person specification
- an application form
- a copy of the Club's **Safeguarding Children** policy.

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 or received a court order or warning for any offence that may affect their suitability for working with children
- 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)

All applicants must submit a hand-written application form by the closing date. We will only accept CVs if they are 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 at least two interviewers. 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, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.

All candidates will also be asked to participate in a session with the children for an hour so that they can be observed interacting with the staff and children.

When we have interviewed and observed all candidates, we will make our final selection.

Appointing a new member of staff

When we have selected the successful candidate, we will:

1. send him or her a written offer, which will clearly state that it is subject to the receipt of suitable references and full sight of a satisfactory enhanced DBS certificate
2. contact both referees for a reference, including asking them if they have any child protection concerns about the candidate
3. 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
4. ask the candidate to complete a health questionnaire
5. notify any unsuccessful interviewees.
6. We will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file.

All the above also applies to the acceptance of a volunteer with the exception of points 4, 5 and 6

When a new member of staff starts work at **Wickwar Out of School Club** we will give him or her:

- our terms and conditions or volunteer agreement for their signature. A copy of this 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 and volunteers as set out in our **Staff Induction policy**.

DBS checks

We will obtain enhanced DBS disclosures 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, including members of the management committee. 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.

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

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 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 on our **Central DBS Record**. We will update the DBS checks for all staff and volunteers every 3 years.

Disqualification

The Club will not employ staff or accept 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 or volunteer can become disqualified if they live in the same household as another disqualified person,

or if a disqualified person is employed in that household. If a member of staff or volunteer becomes disqualified we will terminate their employment or volunteer agreement 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 license, passport, and NI number.

Related Policies:

Safeguarding Children policy
Staff Induction policy

www.ofsted.gov.uk

LADO (Local Authority Designated Officer): 01454 868924

Social Care (Child Protection) First Point Team 01454 866000

LSCB (Local Safeguarding Children Board 01454 863253

Out of hours emergency duty team contact: 01454 61516

Ofsted: 0300 123 1231

Police non emergency: 101 or 01452 726920

NSPCC: 0808 800 500

This policy was adopted by:
Wickwar Out of School Club:

Date:
4/3/2015

To be reviewed:
4/3/2016

Signed: 
Chair of management committee

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2014):
Safeguarding and Welfare Requirements: Suitable people [3.9-3.18]; Staff qualifications, training, support
and skills [3.20-3.26].*