



Essex After School Clubs

Safer Recruitment Policy

Safer Recruitment

Essex After School Clubs follows a consistent and thorough process of safer recruitment in order to ensure that we are safeguarding the children in our care.

Training

The Company Director and Club Managers will undertake appropriate safer recruitment training specific to their organisational needs.

Safer Recruitment Practice

Safer recruitment practice will be applied at all stages of the recruitment process:

Advertising and information for applicants

References

Other checks before interview

Selection of candidates

Interviewing short-listed candidates

Offer of appointment to successful candidate

Induction and supervision of newly appointed staff

All applicants are required to complete an application form.

(EYFS Requirement: 3.26-Providers must ensure that staff have sufficient understanding and use of English to ensure well-being of children in their care.) The application form requests two references, one of which should be from the applicant's current or most recent employer. Additional references may be asked for where appropriate. For example, where the applicant is not currently working with children, but has done so in the past, a reference from that employer should be asked for in addition to that from the current or most recent employer if this is different.

References should contain objective, verifiable information and in order to achieve this, a reference pro-forma with questions relating to the candidate's suitability to work with children and young people should be provided. Open references or testimonials will not be accepted.

There are standard procedures for short listing to ensure that the best candidates are selected fairly. All applicants should be assessed equally against the criteria contained in the person specification without exception or variation.

All candidates will be asked to bring with them documentary evidence of their identity, either a full birth certificate, passport or photo card driving licence and additionally a document such as a utility bill or bank statement that verifies the candidate's name and address. Where appropriate, change of name documentation must also be brought to the interview.

Any gaps and changes in employment history will be fully explored during the interview, as should any discrepancies arising from information supplied by the candidate or by the referee.

Offer of Appointment to Successful Candidate

Any offer of appointment will be conditional upon pre-employment checks being satisfactorily completed, including:

A DBS check appropriate to the role.

Verification of the candidate's medical fitness.

Verification of any relevant professional status and whether any restrictions have been imposed by a regulatory body such as the Teaching Agency (TA) and the General Medical Council (GMC).

DBS Checks-*(EYFS Requirement 3:10-Registered providers must obtain an enhanced criminal records check in respect of every person aged 16 and over who works directly with children.)*

A DBS check will be completed for all new staff.

Under DBS regulations, DBS disclosures can usually only be kept for 6 months, but a record should be kept of the date the disclosure was obtained and who by, the level of the disclosure and the unique reference number. *(EYFS Requirement: 3.12- Providers other than childminders must record information about staff qualifications and the identity checks and vetting processes that have been completed, including the criminal records disclosure reference number, the date a disclosure was obtained and details of who obtained it.)*

DBS Update Service

The Disclosure and Barring Service Update Service is a subscription service that lets applicants keep their DBS certificates up to date online. The service allows employers to check a certificate online without the need to make the applicant apply for another check. We will discuss this with all new employees. In order for us to use the service we must have the applicant's permission.

Induction and Supervision of Staff & Volunteers

Please see 'staffing policy'. All new staff will receive an induction including training on the organisation's child protection policies and procedures. This should include being made aware of the identity and specific responsibilities of those staff with designated safeguarding responsibilities. *(EYFS Requirement 3:20-Induction training must include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.)*

New staff members are provided with information about safe practice and given a full explanation of their role and responsibilities and the standard of conduct and behaviour expected. They are also made aware of the organisation's personnel procedures relating to disciplinary issues and the relevant whistle blowing policy. *(EYFS Requirement 3:20-Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities.)*