

Safe Recruitment Policy

Fun Fest Holiday Club uses safe recruitment practices to ensure that all people working with 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 the potential candidate:

- An application form
- Job description
- Person specification
- Information on our Safe Recruitment processes

The application form includes:

- A declaration that all information is correct
- Whether the candidate will need to submit a self-declaration form to disclose any relevant information under the Rehabilitation of Offenders Act
- A request for the contact details of at least two referees, one of which should be the last employer (if this is their first job, their course tutor would be suitable)

Application form

All applicants must submit an application form by the closing date. We will only accept CV's if they are accompanied by our standard application form completed as required.

Interview Procedure

We will notify any candidates selected for interview by email/letter. All candidates will be asked to bring the following items to the interview:

- Proof of identity, e.g. passport, driving licence or birth certificate
- Proof of address, e.g. recent utility bill or bank statement dated within 3 months (not mobile phone)
- Proof of relevant qualification 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, and at least one interviewer will have Safer Recruitment training.

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 e.g. gaps in

the candidate's employment history rigorously to ensure we are satisfied with the explanation given, and to then undertake additional checks if necessary.

Candidates will be asked to participate in a session with the children, if this is feasible, so that they can be observed interacting with the children and staff. When we have interviewed and observed all candidates, we will make our final selection.

Online Checks

Online checks are not a mandatory requirement of a safer recruitment process, but should we consider performing online checks on the candidate, the candidate will be informed prior to interview.

DBS Checks

- We will obtain an 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 they already hold an enhanced DBS and are subscribed to the DBS Update Service, we will review their current DBS certificate and 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.
- Additional criminal record checks will be made for anyone who has lived abroad.
- New staff will not have unsupervised contact with children until we have seen a satisfactory enhanced DB.
- If we 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 will not have 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 the staff every 3 years and/or review Update Service checks regularly.

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 manager will first 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:

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

The Manager may seek further advice from social care or LADO (Local Authority Designated Officer) if they are unsure if the disclosed offence is on the list of disqualifiable offences.

If the candidate's offences disqualify them from working with children, then their offer of employment will be withdrawn.

If the offence on the disclosure is not on the list of disqualifying offences but still gives cause for concern, e.g. theft or fraud, or anything else that might pose a risk to the integrity of the club, the Manager may choose to seek further advice (e.g. UNLOCK unlock.org.uk or NACRO nacro.org.uk), to help inform their decision.

Where the offences are more minor and where children are unlikely to be at risk of harm, the club will decide on a case-by-case basis whether to confirm the appointment. The 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 applicant's attitude to their offences, 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.

Immigration Status

The management is 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.

Equality Act 2010

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

Self-Disclosure Declaration Form

Using a self-disclosure form gives the candidate the opportunity to tell us confidentially about any criminal convictions, child protection investigations or disciplinary sanctions the candidate may have on their record. Fun Fest will only request information that we are entitled to know about as an employer, and to make a decision about the suitability of potential staff. The **self-disclosure declaration form does not replace an enhanced criminal record check (DBS)**.

Appointing a new member of staff

- When we have selected the successful candidate, we will:
- Inform the candidate with an offer by email/letter/telephone, and clearly state that it is subject to the receipt of suitable references, full sight of a satisfactory enhanced DBS certificate and their satisfactory Self Disclosure Declaration Form.
- Contact referees for references using a reference request form, which asks if they have any child protection concerns about the candidate.

- Initiate an enhanced DBS check for the candidate. If the candidate is subscribed to the DBS Update Service, we will review their current certificate and check their status online.
- Ask the candidate to complete a health questionnaire
- Notify any unsuccessful interviewees

We will also take photocopies of the new member of staff's qualification certificates and take details of the proof of identity documents that have been reviewed and keep these on file.

When a new member of staff starts at Fun Fest, we will give them:

- Our terms and conditions, and get them to sign their contract (we will also keep a copy of their contract on file)
- Fun Fest's club policies, ensuring they have signed to say they have read and understood them. The signed document will be kept on file.

Staff Induction

New staff members will receive a full induction and orientation programme as set out in our **Staff Induction Policy**.

Related Policy:

Staff Induction Policy

Safeguarding Children Policy

Contact Information:

Social Care Team Tel: _____

Out of hours Tel: _____

LADO Tel: _____ **email:** _____

NACRO: <https://www.nacro.org.uk/>

UNLOCK: <https://recruit.unlock.org.uk>

This policy was adopted on	Signed on behalf of the club	Date for review
17/09/2024	Tina Iezekil	17/09/2025

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Suitable People [3.10 – 3.21]

