



## Safe Recruitment Policy

XYZ After 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 :

### Advertising Vacancy

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

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

- a job description
- an application form

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 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 is a suitable alternative). 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.

### 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:

- photographic proof of identity, e.g. passport, driving licence
- 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 a minimum of two interviewers including one with safeguarding 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, for example gaps in career history, etc.

Only when all candidates have been interviewed will we make our final selection.

### 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 a clear enhanced DBS check
- contact both 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
- ask the candidate to complete an emergency contact form
- notify any unsuccessful interviewees

We will also take photocopies of the new member of staff's qualification certificates and keep these on file, together with their returned DBS certificate. Proof of ID is recorded in the staff file.

## **Staff Induction**

When a new member of staff starts work at ,we will give him or her:

- staff welcome pack, and get them to sign their contract; a copy of their contract will be kept on file
- time to read the club policies & procedures, and ensure that they sign a policy check list to confirm that they have read and understood them; the signed form will be kept on file

## **DBS Checks**

New staff will only be allowed to work unsupervised with children when we have received a clear DBS check for them. In the unlikely event we decide to allow a new member of staff to begin work pending the completion of their DBS check, they will not be allowed unsupervised access to the children until their clear DBS check has been received.

DBS checks for all staff will be updated every three years. Information about the status of DBS checks for all staff is kept on our Central DBS Record form.

Signed:

Adopted: Sept 2009

Reviewed: