



Time Out Club

Safer Recruitment Policy

Safer Recruitment Policy

Time Out Club uses safer 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 and a copy of our **Safeguarding Children Policy**.

Initial enquiry

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

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

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 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 employment manager; (if this is the candidate's first job, their course tutor is a suitable alternative)
- All applicants must submit an application form by the closing date.

Student positions within Time Out Club

Time Out have a long-held tradition to employ year 13 students from Sir John Lawes school; we employ students over age 17 on a yearly basis. We approach the Sir John Lawes careers co-ordinator to provide a list of suggested students who are then encouraged to send us application details and put themselves forward for a role at Time Out Club. The students who contact us and indicate that they are interested in a role are then invited to interview. Students are requested to provide two references. The interview process and security checks are completed as with any adult member of staff.

Existing Manland Primary School support staff

Time Out welcomes the opportunity to engage existing Manland Primary School support staff who may be seeking additional income. Existing Manland staff members are requested to provide two references. The interview process and security checks are completed as with any potential member of staff.



Time Out Club

Safer Recruitment Policy

Interview procedure

We will notify all candidates selected for interview. All candidates will be asked to bring to 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 (not mobile phone) or bank statement
- 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)

The interview will be conducted by at least two interviewers who are Safer Recruitment trained. 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.

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, full sight of a satisfactory enhanced DBS certificate and their written confirmation that they are not disqualified from working with children
- 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, or if the candidate is subscribed to the DBS Update Service, review their current DBS certificate and check their status online
- notify any unsuccessful interviewees

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

- our terms and conditions, and ask them to sign their contract; a copy of their contract 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 as set out in our **Staff Induction policy**, this will include ensuring understanding of our **Safeguarding Policy** and **Staff Code of Conduct**.



Time Out Club

Safer Recruitment Policy

DBS checks

Once references are obtained, 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. Additional criminal records checks will be made for anyone who has lived abroad.

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 **Staff Master Sheet**. We will update the DBS checks for all staff every 3 years.

Disqualification

The Club will not employ staff or 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 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 becomes disqualified, we will terminate their employment 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.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Suitable people [3.9-3.18]; Staff qualifications, training, support and skills [3.20-3.26]*.