



## **Safer Recruitment Policy**

Funtastic Kids 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 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
- rates of pay

The application form includes:

- instructions that the application form must be completed rather than a CV
- 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 an application form by the closing date.

### **Interview procedure**

We will notify all candidates selected for interview by letter/email. 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)
- Criminal convictions signed declaration form in a sealed, named envelope. This will only be opened if the candidate is considered to be successful following interview and satisfactory references. Where the candidate is unsuccessful, the unopened envelope will be shredded.

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.

We may request to observe the candidate in a practical session.

When we have interviewed all candidates, we will 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 by email, 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
- 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 proof of identity and keep these on file.

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

- Of all our policies (Supervisors), Safeguarding, Code of conduct and privacy notice (Playworkers) and ensure that they sign via Planday to confirm that they have read and understood them;
- Our terms and conditions, and get them to sign their contract via Planday; a copy of which will be kept on file

We will conduct a full induction programme with all new members of staff. Please refer to our **Staff Induction and Development 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 our administrator. 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 record 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 **Central DBS Record**. We recommend that all staff sign up for the update service and if necessary, check this annually (in the case of students returning from University).

## Disqualification

Funtastic Kids 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. All new staff must sign a declaration that they are not disqualified when they commence employment and all existing staff must sign the declaration annually to confirm that their status has not changed. If a member of staff becomes disqualified we will terminate their employment and notify Ofsted.



## **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, we will firstly 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:

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

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

If the candidate's offences disqualify them from working with children then the 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, for example offences related to theft or fraud or anything else that might pose a risk to the integrity of the club, we may choose to seek further advice (e.g. from UNLOCK OR NACRO) to help form a decision.

Where the offences are minor and where children are unlikely to be at risk of harm, we will decide on a case by case basis whether to confirm the appointment. The decision will be subject to the undertaking of a risk assessment of the applicants criminal record. This will include giving the applicant the opportunity to provide an explanation for their offences, as well as the circumstances at the time. We will assess the applicants 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**

Funtastic Kids 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 licence, passport, and NI number.

## **Equality Act 2010**

At all points during the recruitment process, Funtastic Kids will comply with the Equality act 2010 to ensure the fair and equal treatment of practitioners of different gender, race and sexual orientation etc

## **Related Policies**

Safeguarding Policy

## **Contact Information**

Social Care: Wokingham - 0118 908 8002; West Berkshire - 01635503090; Reading - 0118 937 3641; Bracknell - 01344 352005

Social Care out of hours contact: 01344 786 543 Berkshire

LADO (Local Authority Designated Officer): 0118 974 6141(Wokingham); 01635503153 (West Berkshire); 01189373555 (Reading) 01344 352005 (Bracknell)



LSCB (Local Safeguarding Children Partnership): <http://www.wokinghamlscb.org.uk/> (Wokingham); <http://www.westberkslscb.org.uk/> (West Berkshire); <http://www.readinglscb.org.uk/> (Reading) <https://bflscb.org.uk/> (Bracknell)

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

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

This policy was adopted by: Funtastic Kids Ltd	Date: December 2022
To be reviewed: December 2024	Signed: Marcus Holloway Director

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Suitable people [3.9-3.14]; Staff qualifications, training, support and skills [3.20-3.26].*