**KNIGHTWOOD KIDS CLUB**

**SAFER RECRUITMENT POLICY**

**Knightwood Kids Club uses Safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. The procedures set out below are what we will follow when recruiting paid staff or volunteers.**

**Advertising the vacancy**

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

**Initial enquiry**

**When a potential candidate enquires about a vacancy, we will send them the following paperwork:-**

* **A job description**
* **A person specification**
* **An application form**
* **A copy of our Safeguarding Policy**

**Our application form includes:-**

* **Instructions that the form must be completed by hand**
* **A declaration that all information is correct**
* **A section that asks the candidate if he or she are awaiting a verdict, convicted or cautioned or received a court order or warning for any offence that may affect their suitability for the position of working with children**
* **A request for two referees, one of which should be the last employer,( if this is the candidate’s first job, then their tutor is a suitable alternative)**

**All applicants must submit a hand written application form by the closing date, and we will only accept CVs if they are accompanied by our application form and fully completed with no gaps.**

**Interview procedure**

**All candidates selected will either be notified by letter, email or telephone, and they will be asked to bring the following information with them.**

* **Proof of identity, eg passport, driving licence or birth certificate**
* **Proof of address, eg recent utility bill, (not mobile phone bill) or bank statement**
* **Proof of qualifications, ie 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. All candidates will be asked the same questions, and we will then ask further questions about any other issues that arise from**

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**their application form ie any gaps in employment history, and undertaking further checks if unsatisfied with answers given.**

**All candidates will be asked to participate in a session for a little while to enable the interviewers to observe them interacting with staff and children.**

**When all candidates have been interviewed, a final selection will be made.**

**Appointing a new member of staff**

**Once a successful candidate has been chosen, we will**

* **Send him/her a written offer, which will clearly state that the offer is subject to the receipt of suitable references, sight of an enhanced DBS certificate, and written confirmation that they have not been disqualified from working with children.**
* **Both referees will be contacted for a reference and one of the questions included will be asking them if they have any child protection concerns regarding the candidate.**
* **Initiate an Enhanced DBS check for the candidate or if he/she is subscribed to the DBS Update System, review their current DBS certificate.**
* **Ask the candidate to complete a health questionnaire.**
* **All candidates will be notified that there is a 3 month trial period and can be terminated by both parties**
* **Notify all unsuccessful candidates.**

**The new member of staff’s qualification certificates and proof of identity will be kept on file.**

**When a new member of staff starts at Knightwood Kids Club we will give him/her:**

* **A contract, our terms and conditions which will be signed and a copy kept on record**
* **They will be asked to read all our Policies and sign a confirmation form that they have read them**

**A full induction and orientation will be conducted.**

**DBS checks**

**All staff will have an enhanced DBS disclosure, unless they are student playworker and are under the age to apply for a DBS, but they will never be left alone with any child at any time. If any candidates have subscribed to the DBS Update Service we will carefully review their current DBS certificate and check their status on line, if they are not on the Update System we will automatically obtain a new DBS for them and until cleared they will not be allowed to be alone with any child at anytime.**

**The date and number of the DBS will be kept on file.**

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**Disqualification**

**Knightwood Kids 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. Also a member of staff can be disqualified if they live in the same household as another disqualified person or if a disqualified person is employed in that household. All staff must sign a declaration to say they are not disqualified and current staff must sign one every year. If a member of staff becomes disqualified, we will terminate their employment and notify Ofsted.**

**Immigration Status**

**All new starts will be checked for their ability to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving licence, passport or NI number.**

**POLICY START DATE SEPTEMBER 2019**

**REVIEW DATE SEPTEMBER 2020**

**REVIEWED DATE JANUARY 2024**