**Holiday Club**

# Safe Recruitment Policy

Plus Camps 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 volunteer staff we will follow the procedures set out below.

**Initial enquiry**

Upon enquiring, we will send potential volunteers:

* an application form
* a copy of the Club’s **Safeguarding** policy.

The application form includes:

* instructions that the application form must be completed by hand
* 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

**Interview procedure**

All volunteers will be asked to bring to the following items to the inteview:

* 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)

The interview will be conducted by at least two interviewers. All volunteers will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form.

**Appointing a new volunteer**

When we have selected the successful candidate, we will:

* 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

When a new volunteer starts work at Plus Camps we will give him or her:

* our terms and conditions, and get 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**.

**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. 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 volunteer 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 new volunteer 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 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. 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.

**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 licence, passport, and NI number.

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| This policy was adopted by: Plus Camps | Date: **25/02/2022** |
| To be reviewed: **25/02/2023** | Signed: Grace Harris and Thomas Harris |

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].*