

Out of School Club

Safe Recruitment Policy

Out of 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 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.

Initial enquiry

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

- a job description
- a person specification
- an application form

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 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 a hand-written 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 letter. 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)

The interview will be conducted by a minimum of 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 gaps in career history, etc.

All candidates will also be asked to participate in a session with the children for an hour so that they can be observed interacting with the staff and children.

Only when all candidates have been interviewed and observed in a session 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 CRB check
- contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
- initiate an enhanced CRB check for the candidate
- 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, together with their returned CRB check.

When a new member of staff starts work at [Out of School Club](#) 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](#).

CRB checks

New staff will only be allowed to work *unsupervised* with children when we have received a clear CRB check for them. If we decide to allow a new member of staff to begin work pending the completion of their CRB check, we will complete a written risk assessment first and they will not be allowed unsupervised access to the children until their clear CRB check has been received.

CRB checks for all staff will be updated every three years. Information about the status of CRB checks for all staff is kept on our [Central CRB Record](#) form.

This policy was adopted by: [Insert club name]	Date:
To be reviewed: [Insert date]	Signed: [by Manager/Proprietor]