



Safer Recruitment and Staffing Policy

We place considerable importance on recruiting and retaining the right staff for the job. We aim to employ enough experienced and qualified staff who are suitable individuals to be working with children.

We consider the following to be essential to Safer Recruitment:

- Job Description and Person Specification
- Job Advert and Recruitment publicity
- Application form
- Short listing
- Criminal Records and Self-disclosure statement
- Identification and Qualifications
- Interview
- References
- Disclosure and Barring Service (DBS) Checks
- Induction and Probation Period (including making a Barring Referral to the Disclosure and Barring Service)

Following these steps will help to deter applicants who are unsuitable to work with children. It will also help to attract the best possible applicants.

Job description and person specification

- We will consider the tasks and skills necessary for the job or voluntary position and what kind of person is most suited to the job.
- We will clearly define the role and agree this with relevant personnel in our organisation
- The job description will include the main responsibilities of the role and job purpose.
- The person specification will list the essential and desirable criteria for the post. It will also set out the qualities, behaviours and attitudes needed to carry out the role.
- We will ensure that safeguarding features in the Job Description and Person Specification.

Job Advert and Recruitment Publicity

Vacant positions will be advertised on our website, UEA careers central, Education Job Finder and school newsletters. These will include a statement about our commitment to safeguarding children.

Our job advert will contain the following information:

- Job title
- Main responsibilities of the role
- Some information about the organisation e.g. ethos
- Salary
- Minimum level of qualification
- How to apply
- Closing date
- Sentence about applicants being subject to pre-employment checks including a DBS checks
- Organisation Safeguarding statement
- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Application Form

We will insist on a written application form for all roles, including voluntary ones.

CV's will not be accepted.

On our application form we will request the following information:

- Full name and past names
- Full employment history covering both paid work and volunteering roles
- Full education history-Including dates, name of school/college and qualifications studied
- The name, address, contact details of two references
- It will ask if the applicant is related to or have any close relationships with anyone working or attending the organisation
- A statement regarding criminal records saying:
Short listed candidate/s will be asked about relevant criminal records as part of pre-recruitment checks. If a relevant criminal record is disclosed, we will ensure an open and fair discussion takes place before making a final offer. Failure to disclose information that is then later revealed on a DBS check (criminal record check) could lead to withdrawal of an offer of employment. After receiving the DBS check, we will discuss any matters revealed that have not been previously addressed, before reconsidering the conditional offer of employment.

Short Listing

Applicants will be shortlisted for interview by the manager and deputy manager, or with the aid of the Club Committee when required.

Short listing will be done in accordance with the person specification where we will review the application form against the essential and desirable criteria.

Recruitment and staffing are discussed at half termly Committee meetings and if necessary, application forms shared with Committee members, particularly the Chairperson. We will carefully consider and look at gaps in employment history, frequent changes of employment and applicant's motives for wanting to work with children.

We will invite suitable candidates to visit the setting and engage with children in their play prior to arranging an interview. At which stage we will request photographic ID. We will ask for original photographic documentation to confirm identity, such as passport or driving licence. As well as a utility bill dated within last 3 months that confirms their address. We will ask to see the original certificates of any qualifications and photocopies will be made of these.

The candidate will be asked to complete a suitability declaration form, see the next section.

Criminal Records and Self-disclosure statement

Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

For example:

- if they have a criminal history
- if they are included on the children's barred list
- if they are prohibited from teaching
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's local authority social care
- if they have been disqualified from providing childcare
- any relevant overseas information

Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found here: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/disclosure-of-criminal-records)

Interviews

We will interview face to face whenever possible, using Zoom as an alternative, with at least two representatives from our organisation.

We will explore the applicant's motivation and suitability to work with children. To help us achieve this we will use a range of different interview questions to explore the applicant's personality as well as their work experience.

We will discuss our safeguarding policy to ensure that the applicant has the ability and commitment to meet the standards required.

A safeguarding scenario will be used to see how the applicant responds.

We will explore any gaps in employment.

Applicants are asked to confirm whether they have ever had a safeguarding allegation made against them.

Records will be completed to show how the applicant has responded and scored on the questions.

All candidates are asked the same set of questions.

References

References are obtained prior to interview wherever possible; we will include specific enquiries about the applicant's background in relation to working with children and safeguarding and ensure references are given proper weight and consideration in the selection process.

Two written references must be obtained, where possible to include current or most recent employer.

At least one written reference will be confirmed verbally.

Referees will be asked specific questions in relation to:

- The applicant's suitability to work with children and or young people
- Whether the referee has any concerns about the applicant taking on this job role
- Whether they have any knowledge of the applicant being investigated over safeguarding issues
- The reason for leaving this employment

DBS Checks

We will always gain the correct level of DBS disclosure appropriate to the role. When the results of the DBS check and all recruitment checks have been completed and we are satisfied the applicant is suitable for the role we will allow the staff member or volunteer to have contact with children.

Unless an individual is on the update service any information revealed on a DBS certificate will be accurate at the time the certificate was issued.

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.

All new staff will be sent a job offer which is subject to the following:

- Satisfactory references,
- Satisfactory DBS,
- Proof of entitlement to work in the UK
- Proof of professional qualifications

Induction and Probationary Period

We will ensure all staff and volunteers receive a comprehensive induction, in line with our Induction Policy.

Employment is also offered subject to a 6-month probationary period and an appropriate induction programme will be provided.

If there are concerns during the probationary period, the staff member or volunteer will not be offered a permanent position. Any concerns related to suitability to work with children will be passed onto the Local Authority Designated Officers (LADO) as per our Managing Allegations procedure. If certain conditions are met our organisation will have a legal duty to make a barring referral to the Disclosure and Barring Service.

Even if the legal duty to refer is not met we understand that our organisation can still make a barring referral to DBS in the interests of safeguarding.

We aim to ensure:

- The Manager is level 4 qualified, and the session supervisor is either qualified to at least a level 1 or has sufficient experience to supervise a session
- At least 1 paediatric first aider is always on duty
- The minimum staff to child ratio of 1:8 is always met
- All staff will have pay, annual leave and other benefits in line with national conditions of employment law.
- We work with staff to ensure that all employment legislation and regulations including statutory maternity pay, statutory sick pay, workplace pensions, living wage and working time regulations are abided by.
- An employment contract is provided including rates of pay and other terms and conditions.

No member of staff without a DBS check will be left alone with a child at any time, or given access to their records, or allowed to go to the toilets with a child.

The Manager will arrange supervision sessions to include safeguarding and whistleblowing enquiries. All staff will be expected to undertake 3 hour child protection training within first 6 months of employment and complete self declarations on a termly basis.

Staff training will be offered under an equal opportunity's framework.

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Suitable Person

We aim to comply with current Ofsted guidelines when recruiting a suitable person to manage the Sunflower Club.

We will follow our Policy on Safer Recruitment, and in addition the Sunflower Club Management Committee will consider:

- Evidence of Child Care Qualifications to Level 4
- Evidence of understanding of Ofsted guidelines and regulations
- Suitable vetting and DBS checks, including EY2 application with Health Declaration and two references
- Evidence of their ability to manage the staff team
- Availability to meet regularly with the Management Committee

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