

Safe Recruitment Policy

The Community Playcentre @ Walberton 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 both internally and externally, and any job advertisements will include a statement about our commitment to safeguarding children.

“Community Playcentre @ Walberton is an equal opportunities employer committed to building a “culture of safety” in which the children in our care are protected from abuse and harm.”

Initial Enquiry

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

- the job advertisement, which includes closing date, and interview date
- the job description
- an application form
- any additional supporting documents

The application form includes:

- 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. We will only accept CVs if they are accompanied by our standard application form completed as required.

Interview procedure

We will notify all candidates selected for interview by letter/email. proof of identity, eg passport, driving licence or birth certificate

The interview will be conducted by at least two interviewers. All candidates for the advertised role 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.

Whenever possible all candidates will also be asked to participate in a supervised session with the children for an appropriate period of time, so that they can be observed interacting with the staff and children. In line with the requirements in the staff role this could include planning and evaluating the activity.

Where the staff role within the Playcentre does not require the staff member to be working with the children, e.g. administration, maintenance etc. the candidate may not be required to participate in an activity with the children, but could be required to demonstrate their ability practically within the setting.

When we have interviewed and observed all candidates, we will make our selection, and our decision will be final.

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 with sight of a satisfactory enhanced DBS certificate requested by the Playcentre.
- send him or her a copy of the terms and conditions for the role, which would include the number of hours, rate of pay, and holiday entitlement.
- contact both referees for a reference, including asking them if they have any safeguarding concerns about the candidate. References may also be contacted by telephone to verify the reference we have received.
- 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 questions in order to complete the Home Office Right to Work Checklist to establish their right to work in the UK.
- Ask the candidate to bring in proof of identity, as identified on the DBS checklist. Original proof of Qualifications will be obtained.
- notify any unsuccessful interviewees.

We will also take photocopies of the new member of staff's original qualification certificates and original proof of identity and keep these on file.

Once we have received satisfactory and verified references, and a DBS certificate for Community Playcentre @ Walberton, and we are satisfied that the candidate has a right to work in the UK, we will issue the new member of staff with two copies of their Contract, and Terms and Conditions with a Starter Information Form. The new member of staff will also be given copies of the Safeguarding Children Policy and Safe Recruitment Policy and the link to all the Playcentre Policies.

Before starting work the new member of staff will be expected to return their signed "Terms and Conditions", and "Contract", which 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 supervised or unsupervised with the children on a regular basis, or who have access to children's information, including Trustees of CP@W. 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. New staff will only be allowed to work with children when we have had full sight of a satisfactory DBS certificate for them.

Only in exceptional circumstances, where we need to consider allowing a new member of staff to begin work after the application for a DBS certificate for Community Playcentre @ Walberton has been submitted, but prior to the completion of their DBS check, we will risk assess the situation, taking into account:

- *a new enhanced DBS has been applied for*
- *the status of the DBS check on the system*
- *there are no unexplained gaps in the persons employment*
- *the exceptional circumstances which require Community Playcentre to allow a new member of staff to begin working before they have received a DBS certificate for our setting*

On completion of this risk assessment, a decision will be made by the Trustees and/or Playcentre Manager.

If the Trustees and Manager decide to allow them to start work, *they will not be allowed any unsupervised access to the children or undertake any personal care of any child, until we have seen and reviewed their DBS certificate for the Playcentre.*

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 will review the DBS checks for all staff on the update service every year, and if the staff members DBS status changes, or we receive any information that suggests the person may no longer be suitable, we reserve the right to repeat the DBS check.

All members of the senior management team will be registered on the update service, alongside all trustees. The Playcentre Manager will undertake annual DNS checks for those on the update service.

Disqualification

The Playcentre 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. If a member of staff becomes disqualified whilst in employment with the Playcentre, their employment may be subject to immediate termination under “some other substantial reason”, within the Disciplinary Policy.

Staff will be regularly asked at their 121 meetings to declare if there are any health problems, criminal convictions, court orders or disqualifications that may stop them being suitable to work with children. Any staff found to be dishonest, may be subject to immediate termination.

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.

This policy was adopted by : The Community Playcentre @ Walberton	Date: 22 nd November 2022
To be reviewed: by end November 2023	Signed:  Chair Trustees CP@W

This policy is not contractual.