SAFE RECRUITMENT POLICY

Kidsize Club Ltd. is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Adults looking after children must have appropriate qualifications, training, skills and knowledge. Staffing arrangements must be organised to ensure safety and to meet the needs of the children.

This makes sure that children have enough space to be active and safe whilst being supervised by suitably trained staff. The ratio set for primary aged children is 1:8, which MUST be strictly adhered at each setting.

Recruitment and training of staff and volunteers

Kidsize Club Ltd. recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. All employees (and volunteers) must undergo an interview carried out to acceptable protocol and recommendations.

The Pre-selection process must include the following:

- All applicants must complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- An explanation of any gaps in employment
- Proof of essential qualifications
- Two confidential references, ideally including one regarding previous work with children.
- Three forms of evidence of identity (passport or driving licence with photo) which will then be copied and certified as true copies by Management for submission with the PVG application or update PVG application if they already have a PVG (for working with children).
- Proof of the right to work in the UK (via the production of documents on an approved list)
- An interview with a panel of at least two current staff members (preferably the Director, Manager and/or Lead Practitioner should take place in a suitable setting and allow time for the interview questions to be completed fully.
- During the interview the job role should be clearly explained and what requirements are needed before the employee could commence employment. The rate of pay and holiday pay should be advised. Time should be given for any questions by the applicant.
- After the interview the panel should take some time to go over the responses that the interviewee has given and rate them in order to fairly assess them in comparison to other candidates.

The selection process

- Once a preferred candidate has been selected based on the above criteria they should be contacted verbally or by email and offered the position based on the assessment of the interview. The candidate MUST be advised that this is subject to all the required checks being completed. This includes two references, PVG and SSSC registration. If these are not provided within a timely manner or are delayed on the part of the candidate, Kidsize have the right to withdraw the offer.

- All non-successful candidates should be contacted within 24 hours of the successful candidate accepting the position.

All employees and volunteers should receive an induction **before commencing work**, and this must ensure that:

- The PVG certificate for working with Kidsize has been approved and the references have been received.
- SSSC registration must be in place before an employee can start work.

- Two references must have been received in writing

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- The HMRC new employee form is completed for adding the employee to the payroll.
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and training needs are identified. Children protection online course should be completed before the employee starts work.

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.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely effectively with children.

Kidsize Club Ltd. may require:

- Staff to attend a recognised Safeguarding and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection. This is in addition to the online training that should be completed before the employee commences employment.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to have gained first aid training (where necessary).
- Attend update training when necessary and any team meetings.

Updated: 14/07/2020 **By:** Jenna Millar

Reviewed: **By:**