**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. Pre-selection checks must include the following:

* All staff 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. These references should be taken up and confirmed through telephone contact or in writing.
* Evidence of identity (passport or driving licence with photo).
* Proof of the right to work in the UK (via the production of documents on an approved list)

**Interview and induction**

All employees (and volunteers) must undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:

* A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
* Their qualifications should be substantiated.
* The job requirements and responsibilities should be clarified.
* Child protection procedures are explained and training needs are identified.

**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.
* 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.