



Safer Recruitment Policy

Kids Club Ely Ltd & St John's Preschool (the club) is committed to providing the best possible care to its children and to safeguarding and promoting welfare of young children. The club is also committed to providing a supportive working environment for all its members of staff. The club recognises that, in order to achieve these aims, it is of most importance to attract, recruit and retain staff who shares this commitment.

Our aim is;

- to ensure that the best possible staff are recruited
- to ensure that all job applicants are considered equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability and age
- to ensure compliance with all relevant recommendations and guidance including the welfare requirements in the EYFS, the recommendations of the Department for Education and Skills (DFES) in "safeguarding children: safer recruitment and selection in education settings" and the code of practice published by the Criminal Records Bureau (CRB) now known as DBS (Disclosure and Barring Service)
- to ensure that the club meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre- employment checks.

Recruitment and selection procedure

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Curriculum vitae will not be accepted in place of the completed application form. Any Candidate who submits curriculum vitae will be asked to complete an application form. Applicants will receive a job description and person specification for the role applied for.

Once all application forms have been submitted the process of formal interviews will then take place at the club by Ann Turner, Cathy Price and the manager

From there the applicants will be short listed by the interview given. All applicants shortlisted will be asked to come back for a second time and spend a morning or afternoon in the club on a formal basis watching how the applicant interacts and carries out simple tasks asked of them for that role.

If it is decided to make an offer of employment following the second interview, any such offer will be conditional on the following the agreement of a mutually acceptable start date and signing of a contract incorporating the club's standard terms and conditions of employment;



- receipt of documents for preventing illegal work in the UK (see guide for employers on preventing illegal working in the UK may 2012) which will be checked and photocopied
- the receipt of two written references (one of which should be from the applicant's most recent employer) which the club considers satisfactory
- the receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service

If the above conditions are satisfied and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment.

All appointments are subject to a three months probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the club is 4 weeks. The club also reserves the right to extend this probationary period should it deem this necessary.

Pre – employment checks

In accordance with the recommendations of the DFEs in “safeguarding children; safer recruitment and selection in education settings” the club carries out a number of pre-employment checks in respect of all prospective employees.

Verification of identity and address

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications

- current driving licence or passport or full birth certificate; and
- two utility bills or statements (from different sources) showing their name and home address; and
- documentation confirming their national insurance number (P45, P60 or national insurance card); and
- documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption) he/she will be required to provide documentary evidence of the change.

References

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which should be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the



applicant is unsuitable to work with children. All referees will be sent a copy of the job description and a person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following;

- the applicant's dates of employment, job title/duties, reason for leaving, performance, sickness and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children
- whether any allegations or concerns have been raised about the applicant that relates to the safety and welfare of children or young people or behaviour towards children or young people

The club will only accept references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant or an open reference or testimonials. The club will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

Disclosure and Barring Service

Due to the nature of the work, the club applies for Disclosure and Barring certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff, and volunteers. The club will always request an Enhanced Disclosure as described below

- an Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the rehabilitation of offenders Act 1974) together with details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question
- If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/her inclusion on the lists of those considered unsuitable to work with children maintained by the DFES and the department of health.

The club's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the club will;

- store disclosure information and other confidential documents issued by the DBS in locked cabinets, access to which will be restricted to specific members of staff
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases the club will not retain such information for longer than 6 months although the club will keep a record of the date of disclosure and the disclosure club which will be recorded on their personal information forms.



Safeguarding Competencies for staff and volunteers who work with children, young people and vulnerable adults.

These competencies have been designed as a way of determining what behaviours, knowledge base and competencies are expected to be demonstrated by staff who work with children, young people and vulnerable adults at our school. As a part of the induction process and also to promote the professional development of staff via performance management and appraisal these form our expectations for the behaviour of all staff.

- Motivation to work with children, young people and vulnerable adults

- o Demonstrates appropriate motivation for wanting to work with children, young people and vulnerable adults which is centred on meeting the child or vulnerable adult's need rather than on the worker meeting their own needs.
- o Shows capacity to reflect on own personal history and how experiences of growing up have shaped their value system and attitudes in relation to the capacity to safely and appropriately care for children and young people
- o Shows how their own upbringing has provided them with a strong value base and belief system which is compatible with the compassionate care of vulnerable adults
- o Shows a realistic appreciation of the challenges of working with the client group

- Emotional Awareness

- o Aware of the range of emotions in self and others
- o Demonstrates empathy for the concerns of others
- o Listens to and understands directly and indirectly expressed feelings
- o Encourages others to express themselves openly
- o Manages strong emotions and responds constructively to the source of problems
- o Listens to personal comments without becoming defensive
- o Manages conflict effectively
- o In highly stressful situations, keeps own feelings in check, takes constructive action and calms others down
- o Has a range of mechanisms for dealing with stress, can recognise when to use them and does so
- o Shows respect for others' feelings, view and circumstances
- o Is sensitive to the needs of the children, young people and vulnerable adults in their care and can evidence such when an intervention is required

- Working within professional boundaries and self-awareness

- o Demonstrates professional curiosity
- o Demonstrates a clear understanding of what is appropriate and inappropriate professional practice towards a child, young person or vulnerable adult
- o Accepts responsibility and accountability for own work and can define the responsibilities of others
- o Recognises the limits of own authority within the role
- o Seeks and uses professional support appropriately
- o Understands the principle, and knows the limits of, confidentiality
- o Can respond to a child and/ or young person's issues around their sexuality or sexual concerns in a bounded, professional manner
- o Has a balanced understanding of self and others



- o Has a realistic knowledge of personal strengths and weaknesses
- o Can demonstrate flexibility of approach
- o Has the self-awareness and ability to resist the temptation to enter into an inappropriate relationship of any kind with a vulnerable client or any member of their family

- Ability to safeguard and promote the welfare of children, young people and vulnerable adults

- o Demonstrates an appreciation of the significance of safeguarding and interprets this accurately for all individual children, young people and vulnerable adults whatever their life circumstances
- o Has a good understanding of the broader safeguarding agenda in relation to vulnerable clients and can demonstrate how such knowledge has been used in relation to a child, young person and/ or vulnerable adult
- o Can demonstrate an ability to contribute towards a safe environment
- o Can be clear about any practices which they consider to be risky for the child, young person or vulnerable adult and takes appropriate action
- o Is up-to-date with legislation and current guidance
- o Can demonstrate how s/he has promoted 'best practice'
- o Shows a personal commitment to safeguarding children, young people and vulnerable adults