

Weddington Primary Out of Hours Club

Safe Recruitment Policy

Weddington Primary 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 procedure set out below.

Advertising the vacancy

We will advertise all vacancies, and any job advertisements will include a statement about our commitment to safeguarding children.

Initial enquiry

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

- A job description
- A person specification
- An application form

The application form includes:

- A declaration that all information is correct.
- 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)

In order to be considered for interview all applicants must submit a hand-written application form. We will only accept CV's if they are also accompanied by our standard application form.

Interview procedure

We will notify all candidates selected for interview by letter. All candidates will be asked to bring the following items to the interview:

- Proof of identity, e.g. passport, driving licences or birth certificate

- Proof of address, e.g. recent utility bill or bank statement
- Proof of qualifications i.e. the relevant certificates
- For non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

The interview will be conducted by a minimum of two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form, e.g. gaps in career history, etc.

All candidates will be asked to participate in a session with the children for a short time so they can be observed interacting with the staff and children.

Only when candidates have been interviewed and observed in a session will we make our final selection.

Appointing a new member of staff

When we have selected the successful candidate, we will:

- Send him or her written offer, which will clearly state that it is subject to the receipt of suitable references and a clear enhanced CRB check
- Contact both referees for a reference, including asking them if they have any child protection concerns about the candidate.
- Notify any successful interviewees.

We will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file, together with their returned CRB check.

When a new member of staff starts at Weddington Primary Out of Hours, we will give him or her:

- A new starter handbook indicating terms and conditions
- Copies of all policies and procedures to read

We will conduct a staff induction programme with all new members of staff and assign them a mentor.

DBS Checks

New staff will only be allowed to work unsupervised with children when we have received a clear DBS check for them. If we decide to allow a new member of staff to begin work pending completion of their DBS check, they will not be allowed unsupervised access to the children until their DBS check has been received.

Information about the status of DBS checks for all staff is kept on our **Single Central Register document**.

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