Out of School Club
Safe Recruitment Policy

Cool Kids Zone 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, 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
- a copy of the Club's **Safeguarding Children** policy and information about our Safe Recruitment processes.

The application form includes:

- instructions that the application form must be completed by hand or online
- a declaration that all information is correct
- whether the candidate will submit a self-declaration form under to disclose any relevant information under the Rehabilitation of Offenders Act
- 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.

Self Disclosure Form

Using a self-disclosure form gives candidates the opportunity to tell us confidentially about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record. Cool Kids Zone is only able to request information that we are entitled to know about as a potential employer. By using a self-disclosure form we ensure that we only receive information that we need to make a decision about suitability and recognises that self-disclosure forms contain sensitive, confidential information.

Forms should be submitted in a separate, sealed envelope marked 'Confidential' [or through a secure, online system] and will be opened for candidates successful at interview. The self-disclosure form does not replace the need for an enhanced criminal record check, which should always be carried out as appropriate to the role.

Interview procedure

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

- proof of identity, eg passport, driving licence or birth certificate
- proof of address, eg recent utility bill (not mobile phone) or bank statement
- proof of qualifications, ie 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 at least 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. 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.

All candidates will also be asked to participate in a session with the children for an hour so that they can be observed interacting with the staff and children. When we have interviewed and observed all candidates, we will make our final selection.

Online Checks

Out of school club carrys out a search of shortlisted candidates for any information that is publicly available online.

Appointing a new member of staff

When we have selected the successful candidate, we will:

- send the candidate a written offer, which will clearly state that it is subject to the receipt of suitable references, full sight of a satisfactory enhanced DBS certificate and their written confirmation that they are not disqualified from working with children.
- contact referees for a reference, including asking them if they have any child protection concerns about the candidate.
- 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 to complete a health questionnaire
- notify any unsuccessful interviewees.

We will also take photocopies of the new member of staff's qualification certificates and take details of the proof of identity documentation that has been reviewed and keep these on file.

When a new member of staff starts work at Cool Kids Zone we will give them:

- our terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file
- all our Club policies, and ensure that they sign a policy confirmation form to confirm that they have read and understood them; the signed form 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**.

Disqualification

The Club cannot employ staff or volunteers who have been convicted of specific offences or have been subject to an order that disqualifies them from registration under section 75 of the Childcare Act 2006. All new staff must sign a declaration that they are not disqualified when they commence employment and all existing staff must sign the declaration annually to confirm that their status has not changed. If a member of staff becomes disqualified during their employment with us, we will terminate their employment and notify Ofsted and make a referral to the Vetting and Barring Scheme.

DBS checks

We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information, including volunteers.

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. Additional criminal records checks will be made for anyone who has lived abroad.

We will request a new Enhanced DBS check for each new member of staff regardless of Update Service membership

New staff will only be allowed to have ***unsupervised contact with children*** when we have had full sight of a satisfactory enhanced DBS certificate for them.

If we decide to allow a new member of staff to begin work pending the completion of their DBS check, we will complete a written risk assessment first and they will *not be allowed unsupervised access* to the children until we have seen and reviewed their DBS certificate.

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 update the DBS checks for all staff every 3 years and/or review Update Service checks every three years.

DBS checks with any recorded information

If the DBS check returns showing criminal records information relating to harm to children or young people, violence, sexual assault, child sexual abuse images, terrorism offences, or anything else that might indicate they are unsuitable to work with children, the Manager will firstly check the list of offences that automatically disqualify a person from working with children under the terms of the Childcare Act 2006. The list is available here:

https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

The Manager may seek further advice from social care or the LADO (Local Authority Designated Officer) if they are unsure whether the disclosed offence is on the list of disqualifiable offences.

If the candidate's offences disqualify them from working with children then the offer of employment will be withdrawn.

If the offence shown on the disclosure is not on the list of disqualifying offences but still gives cause for concern, for example offences relating to theft or fraud or anything else that might pose a risk to the integrity of the club, the Manager may choose to seek further advice (eg from UNLOCK or NACRO) to help inform their decision.

Where the offences are more minor and where children are unlikely to be at risk of harm, the Club will decide on a case by case basis whether to confirm the appointment. This decision will be subject to undertaking a risk assessment of the applicant's criminal record. This will include giving the applicant the opportunity to provide an explanation for the offences, as well as the circumstances at the time. We will assess the applicant's attitude to their offences, and whether they would act differently now.

In all cases we will discuss any matter revealed on a DBS certificate with the applicant before withdrawing the conditional offer of employment.

Immigration status

The management is aware of Asylum and Immigration Act requirements and will check the eligibility 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.

Equality Act 2010

At all points during the recruitment process, Cool Kids Zone will comply with the Equality Act 2010 to ensure the fair and equal treatment of practitioners of different gender, race, and sexual orientation etc.

Related policies

Safeguarding policy.

Contact information

Social Care: 0300 123 6720
Social Care out of hours contact: 0300 123 6722
LADO (Local Authority Designated Officer): Tim Booth 01772 536694

NACRO: https://www.nacro.org.uk/
UNLOCK: http://recruit.unlock.org.uk/

This policy was adopted by: Cool Kids Zone	Date: May 2025
To be reviewed: May 2026	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Suitable people [3.10 - 3.21]*