



Time Out Club

Safe Recruitment Policy

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Time Out Club 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 and a copy of our **Safeguarding Policy**.

Initial enquiry

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

- a job description
- a person specification
- an application form
- an additional copy of the Club's **Safeguarding Policy** and information about our Safe Recruitment processes.

The application form includes:

- a declaration that all information is correct
- a section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with children and submission of a self-declaration form if necessary.
- a request for the contact details of two referees one of which should be the last employment manager; (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.

Student positions within Time Out Club

Time Out have a long-held tradition to employ year 13 students from Sir John Lawes school; we employ students over age 16 on a yearly basis. We approach the Sir John Lawes careers co-ordinator to provide a list of suggested students who are then encouraged to send us application details and put themselves forward for a role at Time Out Club. The students who contact us and indicate that they are interested in a role are then invited to interview. Students are requested to provide two references. The interview process and security checks are completed as with any adult member of staff.

Existing Manland Primary School support staff

Time Out welcomes the opportunity to engage existing Manland Primary School support staff who may be seeking additional income. Existing Manland staff members are requested to provide two references. The interview process and security checks are completed as with any potential member of staff.



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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. Time Out Club 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 via email to the Business Manager marked Confidential 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 email. All candidates will be asked to bring to the following items to the interview:

- proof of identity, e.g., passport, driving licence or birth certificate
- proof of address, e.g., recent utility bill (not mobile phone) 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 at least two interviewers who are Safe Recruitment trained. 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.

Online Checks

Time Out Club will carry 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 him or her 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 both 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



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- 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 Time Out Club, we will give him or her:

- our terms and conditions, and ask 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**, this will include ensuring understanding of our **Safeguarding Policy** and **Staff Code of Conduct**.

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 members of the management committee. 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.

New staff will only be allowed to work *unsupervised* with children when we have had full sight of a satisfactory 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.



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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.

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 ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving license, passport, and NI number.

Equality Act 2010

At all points during the recruitment process, Time Out Club 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.



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Contact information

Social Care 0300 123 4043

LADO (Local Authority Designated Officer): 01992 555420

HSCP (Herts Safeguarding Children Partnership): 01992 588757

NACRO: <https://www.nacro.org.uk/>

UNLOCK: <http://recruit.unlock.org.uk/>

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