



## **Globe Fit Safe Recruitment Policy**

Globe Fit 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
- An application form, which we will hold on record
- A copy of the Club's Safeguarding Children policy.

### **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 final warning for any offense that may affect their suitability for working with children
- 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.

### **Interview procedure**

All candidates will be asked to provide the following information:

- The completed application form.
- Proof of identity, e.g., passport, driving license or birth certificate
- Proof of address, e.g., recent utility bill (not mobile phone) or bank statement
- For non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)
- DBS certificate (We can arrange this for you for a cost of £60.00)
- In date, First aid certificate, (We can arrange a course if you don't have this at a cost of £30.00)

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.

When we have interviewed and observed all candidates, we will make our final selection.

### **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
- We will keep on file the new member of staff's qualification certificates and proof of identity.

**When a new member of staff starts work at Globe Fit, we will give them:**

- A contract 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 confirm that they have read and understood them.
- We will conduct a full induction and orientation programme.
- All Staff will be asked to participate in a half day live training session.

### **Disqualification**

The Club cannot employ staff or volunteers who have been convicted of an offense 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.

### **DBS checks**

All Staff must have an enhanced DBS, which we can obtain for staff at a cost of £60.00, which will be deducted from their wages.

We would then suggest that you register your DBS on the update system.

There will then be an annual fee to keep your DBS active.

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 already, 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 have unsupervised contact 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, 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. 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 offense is on the list of disqualifiable offenses. If the candidate's offenses disqualify them from working with children, then the offer of employment will be withdrawn. If the offense shown on the disclosure is not on the list of disqualifying offenses but still gives cause for concern, for example offenses 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 (e.g. from UNLOCK or NACRO) to help inform their decision.

Where the offenses 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 offenses, as well as the circumstances at the time. We will assess the applicant's attitude to their offenses, 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 license, passport, and NI number.

### **Equality Act 2010**

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

Policy last reviewed: February 2024 by Emmeline White

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