



## **The Safe Recruitment Procedures.**

The safe recruitment of staff in childcare settings is the first step to safeguarding and promoting the welfare of children in education. Camp Glide Ltd is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, Camp Glide expects all staff and volunteers to share this commitment.

### **AIMS AND OBJECTIVES**

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the Camp Glide's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally 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 or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, and any guidance or code of practice published by the OFSTED and the Disclosure and Barring Service (DBS);
- to ensure that the Camp Glide meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Camp Glide has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at Camp Glide

based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

Camp Glide aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies.

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of the Camp Glide's leadership to:

- Ensure effective policies and procedures in place for recruitment of all staff and volunteers
- Monitor compliance with them.
- Ensure that the Camp Glide operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers
- Promote welfare of children and young people at every stage of the procedure.

### ***Definition of Regulated Activity and Frequency***

Any position undertaken at, will amount to "regulated activity" if it is carried out and therefore is subject to children's barred list when applying for a DBS:

- frequently, meaning once a week or more; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

## **RECRUITMENT AND SELECTION PROCEDURE**

### ***Advertising***

To ensure equality of opportunity, Camp Glide will advertise all vacant posts to encourage as wide a field of applicants as possible; normally this entails an external advertisement.

Any advertisement will make clear Camp Glide's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

## ***Application Forms***

Camp Glide uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Incomplete application forms will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted.

It is unlawful for Camp Glide to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at Camp Glide. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

## ***Job Descriptions and Person Specifications***

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

## ***References***

References for short listed applicants will be sent immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after the interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Camp Glide. One of the references must 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 reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

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.

Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism".

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

Camp Glide does not accept open references, testimonials or references from relatives.

### ***Interviews***

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will

explore the applicant's motivations for applying and their ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original document will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

## **OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS**

### ***The Rehabilitation of Offenders Act 1974***

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that

would normally be considered 'SPENT' **must be** declared when applying for any position at Camp Glide

### ***DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)***

Camp Glide applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at Camp Glide which amount to "regulated activity" as defined

in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is Camp Glides policy that the DBS disclosure **must be** obtained before the commencement of employment of **any** new employee.

It is Camp Glide's policy to re-check employee's DBS Certificates every five years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc) must be re-checked before they return back to work.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

### ***Portability of DBS Certificates Checks***

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service if their check was issued after 17 June 2013, for a fee of £13 per annum, which is payable by the applicant.

### ***Copies of DBS Checks***

The DBS no longer issues Disclosure Certificates to employers, therefore employees/applicants should bring their Certificate to the Human Resources Department, The Bursary, (for employees within 7 days of issue or applicants before they commence work or any project involving regulated activity).

- ***Dealing with convictions***

Camp Glide operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, Camp Glide will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, Camp Glide may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

### ***Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status***

All applicants invited to attend an interview at Camp Glide will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in the UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006.

### ***Induction Programme***

All new employees will be given an induction programme which will clearly identify Camp Glide policies and procedures, including the Child Protection Policy, the Code of Conduct and make clear the expectations which will govern how staff carry out their roles and responsibilities.

New staff will attend a session with the Manager to visit the site and view the areas of use. Staff will be given a comprehensive list of their duties and how the setting works on a day to day basis. All procedures and policies will be given to staff for their comprehension with all being mentioned in the induction session. Staff will also undergo Safeguarding training which relates to their position and workplace. New members of staff will be monitored by the leadership with regular review of their performance and development.

Staff will sign to say they have read and understood all policies and procedures.

### ***Ongoing Employment***

Camp Glide recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. Camp Glide will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

### ***Leaving Employment***

Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks Camp Glide also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at Camp Glide despite being barred from working with children; or
- has been removed by Camp Glide from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, Camp Glide may also decide to make a referral to the National College for Teaching and Leadership.

### ***Volunteers***

Camp Glide will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of Camp Glide (the definition of regulated activity set out above will be applied to all volunteers).

Under no circumstances will Camp Glide permit an unchecked volunteer to have unsupervised contact with pupils.

It is Camp Glide's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with Camp Glide for three consecutive months or more. Those volunteers who are likely to be involved in activities with Camp Glide on a regular basis may be required to sign up to the DBS update service as this permits Camp Glide to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates. In addition Camp Glide will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

### ***Monitoring and Evaluation***

The Camp Glide Manager will be responsible for ensuring that this policy is monitored and evaluated throughout Camp Glide. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the Headmaster/Bursar to report to the Governing Body.

**Reviewed 27/05/26**