



# Safe Recruitment Policy

Active Stars – West Sussex

## 1. Statement of Intent

Active Stars is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We operate safe recruitment practices to ensure that all adults working with children are suitable, qualified and appropriately vetted. Safer recruitment forms a key part of our safeguarding arrangements.

This policy applies to all staff, volunteers and contractors engaged by Active Stars.

## 2. Legal and Regulatory Framework

This policy is written in accordance with:

- The Statutory Framework for the Early Years Foundation Stage (EYFS) (2025)
- Keeping Children Safe in Education (KCSIE) (where applicable)
- The Childcare Act 2006
- The Equality Act 2010
- The Rehabilitation of Offenders Act 1974

## 3. Advertising and Applications

All recruitment advertisements include a statement confirming Active Stars' commitment to safeguarding children.

Applicants are provided with:

- A job description
- A person specification
- An application form
- A copy of the Safeguarding Policy

CVs are only accepted where accompanied by a completed application form.

The application form requires:

- A declaration that the information provided is accurate
- Disclosure of relevant criminal history in line with the Rehabilitation of Offenders Act
- Details of at least two referees, one of whom should be the most recent employer (or a tutor where appropriate)

## 4. Shortlisting and Interviews

Shortlisting is carried out based on the information provided in the application form.

Interviews are conducted by **at least two interviewers**.

At interview, candidates are asked:

- Safeguarding-related questions
- Questions exploring suitability to work with children
- To explain any gaps in employment history

Candidates are required to bring:

- Proof of identity
- Proof of address
- Proof of qualifications
- Evidence of the right to work in the UK

Where appropriate, candidates may be observed interacting with children under supervision.

## 5. Conditional Offer of Engagement

Any offer of work is made **conditionally**, subject to:

- Satisfactory references
- Enhanced DBS clearance
- Verification of identity and right to work
- Confirmation that the individual is not disqualified from working with children
- Completion of a health declaration where appropriate

No individual will work unsupervised with children until all required checks have been completed and verified.

## **6. Disclosure and Barring Service (DBS) Checks**

Enhanced DBS checks are obtained for all staff, volunteers and students who:

- Work regularly with children
- Have unsupervised access to children
- Have access to children's personal information

Where an individual subscribes to the DBS Update Service, status checks are completed.

Additional checks are carried out for individuals who have lived or worked overseas.

DBS details are recorded on the Single Central Record.

DBS checks are reviewed periodically in line with best practice.

## **7. Disqualification**

Active Stars will not engage individuals who are disqualified from working with children under the Childcare Act 2006.

All staff are required to declare that they are not disqualified:

- On commencement of engagement
- If their circumstances change

If a member of staff becomes disqualified, engagement will cease immediately and Ofsted will be notified as required.

## **8. Managing Information Disclosed**

Where information is disclosed through DBS checks or references:

- The manager will assess whether the information indicates disqualification
- Advice may be sought from the Local Authority Designated Officer (LADO) or other relevant agencies
- Decisions are made on a case-by-case basis, with safeguarding as the priority
- Applicants are given the opportunity to discuss disclosed information before decisions are made

## **9. Induction and Ongoing Suitability**

All new staff receive an induction which includes:

- Safeguarding responsibilities
- Code of conduct
- Health and safety procedures
- Relevant policies and procedures

Staff are required to confirm they have read and understood all policies.

Ongoing suitability is monitored through supervision, observation and review of practice.

## 10. Equality and Fairness

Active Stars is committed to equality and fairness in recruitment.

Recruitment decisions are made based on suitability, skills and experience and in line with the Equality Act 2010.

### Linked Policies

- Safeguarding Policy
- Staff Behaviour & Code of Conduct
- Whistleblowing Policy

## Policy Review & Governance

This policy has been written in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS) (2025) and relevant Department for Education guidance for wraparound care and holiday provision.

This policy applies to all early years, wraparound care and holiday provision operated by the provider.

**Reviewed:** February 2026

**Next review due:** February 2027

**Approved by:** Director / Registered Provider