

# Safe Recruitment Policy

Kidz Enterprise 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.

The application form includes:

- instructions that the application form must be completed by hand
- 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 or three character references)

All applicants must submit a hand-written 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. Kidz Enterprise 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 email. All candidates will be asked to bring to the following items to the interview:

- 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**

[Kidz Enterprise](#) may 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 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.

### **References:**

References must be obtained from the applicant's current employer (or training provider) before employment commences. References must be provided in a timely manner and must confirm whether the employer is satisfied with the employee's suitability to work with children.

[Kidz Enterprise](#) will not accept open references (addressed "to whom it may concern" or similar, or references from a family member. [Kidz Enterprise](#) will not ask applicants to obtain their references on our behalf and will check, by follow up phone call or other verification, that electronic references originate from a legitimate source.

Once references are received, [Kidz Enterprise](#) will compare the information on the application form with that in the reference and take up any discrepancies with the candidate. [Kidz Enterprise](#) will follow up any discrepancies to establish the reason for the candidate leaving their current or most recent post, and where information provided in a reference is vague or insufficient, we will follow up with the referee for additional context. We will ensure any concerns are resolved satisfactorily before appointment is confirmed.

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. All identity checks, and vetting processes and references that have been completed, criminal records checks and reference number, the date a check was obtained and details of who obtained it will be recorded.

When a new member of staff starts work at [Kidz Enterprise](#) we will give him or her:

- 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**

**Kidz Enterprise** cannot employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made 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 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.

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 not request a new Enhanced DBS check for each new member of staff in regards of the Update Service membership.

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.

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 carry out DBS updates for all staff on a regular basis within supervisions/appraisal meetings.

### **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, **Kidz Enterprise** 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, **Kidz Enterprise** 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**

Slough Children First: 01753 477321

Emergency Duty Team after 5pm: 01344 786543

Slough Children First LADO (Local Authority Designated Officer):

Email: [LADO@sloughchildrenfirst.co.uk](mailto:LADO@sloughchildrenfirst.co.uk)

Phone: 07927 681858 / 01753 690906]

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

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

This policy was adopted by: <b>Kidz Enterprise LTD</b>	Date: <b>1<sup>st</sup> September 2025</b>
To be reviewed: <b>September 2026</b>	Signed: <b>D. Beesley</b>

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025):  
Safeguarding and Welfare Requirements: Suitable people [3.13 - 3.26]