

Mr H Out of School Club



Staff Qualifications

Mr H Out of School Club will take all possible steps to prevent unsuitable people working with children. When interviewing potential staff we will ensure:

- There is an open recruitment process
- There is a rigorous interview
- Applicants identity and claims to any academic or vocational qualifications will be verified
- References will be taken up by direct contact with referees
- Evidence of the date of birth and address of the potential employee will be sought
- Where appropriate an enhanced disclosure via the Criminal Records Bureau will be secured.
- There is always at least one person who has completed the Safer Recruitment training at the short listing stage and at interview.
- An online search is also part of our due diligence

Where a position requires an enhanced disclosure this will be clear on the application form, job advert and any other information provided about the post. All applicants will complete an application form enabling each of them to have the same opportunity to provide information about themselves and assist in identifying any gaps in their employment.

During interviews the interview panel will explore:

- The candidates attitude towards children and young people
- His or her ability to support the organisations agenda for safeguarding and promoting the welfare of children
- Any gaps in the candidates employment history
- Any concerns or discrepancies arising from the information provided by the candidate and/or referee.

A job offer will only be made subject to the necessary checks being satisfactory.

All staff will have a job description and contract of employment, and be required to work a probationary period.

A person on the interview panel will have successfully completed Safer Recruitment training.

A person will not be able to commence work with children until DBS clearance is issued and seen by the Manager, where a photocopy will be taken and stored securely with staff file.

Post Appointment

All staff and volunteers (paid or unpaid), regardless of previous experience will take part in an induction programme during their first three months of employment.

The purpose of this will be to:

- Provide training about our policies and procedures
- To provide support to individuals in the role for which they have been engaged
- To provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities
- To enable the person's line manager, supervisor or mentor to recognise any concerns about the person's ability or suitability at the outset and address them immediately
- To ensure that the individual is aware of policies, procedures and statements in relation to safeguarding and promoting the welfare of children
- To ensure that individuals understand how and with whom they should raise any concerns with regard to any practice issues
- To ensure that individuals are aware of other relevant procedures, e.g. disciplinary, capability and whistle blowing.
- To ensure that all staff, Governors and volunteers have appropriate levels of training in safeguarding children and other responsibilities in connection with the role
- To advise individuals about supervision and appraisal systems.

Training

All staff, Governors and volunteers will be given an induction which includes reading and answering questions about our Safeguarding and Child Protection policy. All staff will have regular training which may be individual or as a group. This could be face to face or online through the LSP. The Designated person and Deputy Designated person will receive training at a higher level which is needed to perform the role. Regular updates will be given to all staff at least annually but more often as and when updates occur. These will take place in staff meetings which are held at least once a fortnight. **All staff MUST read section 1 of Keeping Children Safe in Education 2023. This will be reviewed annually and ongoing training to refresh and update will take place throughout the year.**

KCSIE 23 states - *Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. Their training should be regularly updated.* We ensure that every termly meeting includes time to discuss safeguarding. At the beginning of each year Governors are given the new policy and expected to read KCSIE.

DBS and other Checks

At Mr H Out of School Club all members of staff, volunteers and Governors have enhanced DBS checks. All staff have completed a Disqualification by Association form along with other teacher checks e.g. teacher prohibition orders.

The DBS exists to help organisations identify people who are unsuitable for certain types of work; especially work involving access to or contact with children and other vulnerable members of society, by making "disclosures" of any criminal, police or similar records.

The DBS provides a disclosure service, which offers access to records held by the police, together with information from the following lists: Protection of Children Act 1999 (POCA), Protection of Vulnerable Adults (POVA) and List 99. A charge is made for obtaining a disclosure for paid positions, although

disclosures for volunteers, which will include the majority of trustees, are free but will incur an administration charge from the umbrella group they choose to use. A list of umbrella bodies are available online.