



## **Early Bloomers After School Club**

### **Safe Recruitment Policy**

Early Bloomers After School Club 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
- 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 warning for any offence 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 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.

Interview procedure

We will notify all candidates selected for interview by letter. All candidates will be asked to bring to the following items to the interview:

- **proof of identity**, e.g. passport, driving licence or birth certificate
- **proof of address**, e.g. recent utility bill (not mobile phone) or bank statement
- **proof of qualifications**, i.e. 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.

Appointing a new member of staff

When we have selected the successful candidate, we will

- send them a written offer, which will clearly state that it is subject to the receipt of two suitable references and full sight of a satisfactory enhanced DBS certificate
- contact both referees for a written reference, including if they had any child protection concerns about the candidate, absences and sick leave; we aim to learn more about the candidate selected: aptitude, character and professionalism. The job is offered subject to the return of two positive references.
- initiate an enhanced DBS check for the candidate, and 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.

We will also take photocopies of the new member of staff's qualification certificates and proof of identity by keeping these on file. When a new member of staff starts to work at Early Bloomers After School Club, we will give him or her:

- our terms and conditions and signing of the contract; a copy of their contract will be kept on file.
- Club policies provided followed by their signature, as a confirmation 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.

### **Enhanced 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. All candidates will have subscribed to the DBS Update Service, so that we can carefully review their current DBS certificate and check their status online.

Appointed new staff members, including volunteers, will be allowed to work unsupervised with children when we have had full sight of a satisfactory enhanced DBS certificate for them, in line with the statutory guidance 'Keeping Children Safe in Education' (DfE, 2026).

If there has been a change in their status since their last enhanced DBS certificate was issued, we will obtain a new DBS disclosure for them.

When we appoint a member of staff, we will keep a record of the date and number of their enhanced DBS disclosure on our Central DBS Record.

We will update the DBS checks for all staff every 3 years.

### **Disqualification**

The Club will not 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 Immigration status.

The management is aware of the EU Settlement Status, as well as Asylum and Immigration Act requirements and will check the ability 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.

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|----------------------------------------------------------------------------|---------------------------------------|
| This policy was adopted by Early Bloomers After School club on 12/09/2014: | Review date: August 2026              |
| To be reviewed: Yearly or following changes in legislation and/or practice | Signed: Mrs Talvinder Kaur (Director) |

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (DfE, 2026): Safeguarding and Welfare Requirements: Suitable people; Staff qualifications, training, support and skills.*

*Keeping Children Safe in Education (DfE, 2026)*

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