



**SAFER RECRUITMENT POLICY**

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Authorised By	
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### Safer Recruitment Policy

At Northampton ESCO we have an effective system in place to recruit staff , volunteers and students which allows us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children.

### Our effective recruitment procedure for paid employees:

- ✓ Candidates will receive a job description and person specification for the role applied for where applicable
- ✓ All candidates are required to attend an interview.
- ✓ Full employment history is asked for on our application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps.
- ✓ Two written references are required on the application form, the candidate's last employer will always be asked for a reference.
- ✓ Original copies of candidates' qualification certificates will be and copies will be made.
- ✓ Companies used to provide clubs must also supply references

### Once an offer of employment has been made:

- ✓ An Enhanced Disclosure Barring Service (DBS) check is carried out for all employees During this check we will ask for 3 original identity documents.
- ✓ A health declaration form is completed which must satisfy us that the candidate is suitable to care for children.
- ✓ A right to work in the UK form is completed.
- ✓ A photocopy of 1 item of photographic ID is taken for their personal file.
- ✓ Both referees will be contacted and references sought.
- ✓ A probationary period of a minimum of 13 weeks is set.
- ✓ A disclosure of criminal record and disqualification declaration for early years' nurseries is completed annually, if the person is employed for more than a year.
- ✓ Any companies providing staff will provide a copy of their Public Liability insurance, and staff names and DBS Numbers and certificates of any training



**Our effective recruitment procedure for students (we class these as up to 18 years old and are usually still at school or college):**

- ✓ All students are required to attend an interview.
- ✓ A reference from the school or college will be sought.
- ✓ All students 16 years and above require an Enhanced Disclosure Barring Service (DBS) check (we do not accept portable DBS checks), which the student may be asked to pay for. During this check we will ask for identity documentation (originals).
- ✓ All students under 16 years old will require two references; one from their school or college and one personal reference

**Northampton ESCO will ensure:**

- ✓ A member of staff has completed the safer recruitment training and update this every 3 years.
- ✓ During probation periods, paid employees are given additional support to enable them to follow NESCO policies and procedures as set out in the staff induction document and handbook.
- ✓ Appropriate feedback has been sought from two referees.
- ✓ Enhanced DBS check has come back with a suitable result.
- ✓ Students and volunteers are never left alone with the children.
- ✓ Ensure that no candidate is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability and age.