



School Camp Ltd – Staff Recruitment Procedure

1. Introduction

This policy ensures the implementation of a safe recruitment practice for School Camp staff. It has been specifically designed to reinforce the safeguarding and well-being of children and young people with whom we work.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others with whom we work, and aims to ensure both safe and fair recruitment and selection of all staff by:

- attracting the best possible staff
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those who are unsuitable to work with children and young people

We are committed to using procedures that deal effectively with individuals who fail to comply with our safeguarding and child protection procedures and practices.

We will refer any allegation of abuse against a member of staff to the Designated Officer within one working day of the allegation being made. A referral will be made if any staff (including volunteers) have:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

As an employer, we are under a duty to refer to the Disclosure and Barring Service (DBS) any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a client.

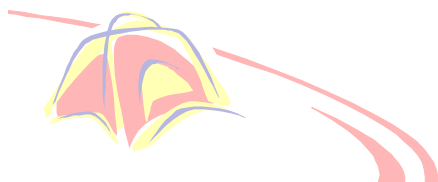
2. Roles and Responsibilities

The Director will:

- ensure there are effective policies and procedures in place for the safe and fair recruitment and selection of staff
- review policy periodically to ensure compliance
- ensure that appropriate decision-making staff undertake completed safer recruitment training.

The Senior Instructor will:

- ensure that all appropriate checks have been carried out on staff



3. Recruitment process

Before:

- Applicants will be informed of the requirement for an Enhanced Disclosure and Barring Service Enhanced check before application is considered
- Applicants must submit a CV

Interview:

- Photographic ID will be checked and copied for file
- Interviews will be undertaken by two senior staff, normally the Director and Senior Instructor
- Applicants will be asked about prior positions and any gaps in employment identified
- All qualifications will be checked – and originals documents seen

After:

- A copy of the 'Working for School Camp' document including our health & safety and child protection policies will be sent to the staff member
- Prospective employees will complete an online new staff application form

4. References

Two references, one of which must be from the applicant's current/most recent employer, where possible, will be sought directly from the referee. If necessary, they will be contacted to clarify any anomalies or discrepancies.

Referees will be asked to comment specifically on the following:

- The candidate's suitability to work with children and young people.
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- Any substantiated allegations

5. Start of employment

Employment will only commence subject to all checks and procedures being this means having provided:

- Proof of identity
- DBS application and received satisfactory clearance
- Actual certificates of qualifications
- Proof of eligibility to live and work in the UK

6. Induction

All staff and volunteers who are new to the company will receive information regarding safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour.

This information is available to staff at all times through our staff website area.

7. Monitoring and training

Staff will be required to:

- Shadow and work closely with an experience staff member
- Meet regularly with their line manager
- Undertake periodic recorded observations
- Be offered appropriate training including general child protection training
- Attend our annual staff conference

