

New Forest Child Care CIC

Safe Recruitment Policy

New Forest Child Care CIC (NFCC) 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

When we advertise all vacancies, and any job advertisements, it will include a statement about our commitment to safeguarding children.

Upon Application

All prospective applicants must complete the online application form. The application form includes:

- 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. This form will be provided if candidates answer yes to this question “Are you required to submit a self-declaration form in order to disclose any relevant information under the Rehabilitation of Offenders Act”
- a request for 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 two character references)

All applicants must complete our online application form prior to interview. We will only accept CVs if they are accompanied by our fully completed application form.

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. NFCC are 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.

Application forms should be completed on our web site. The self-disclosure form does not replace the need for an enhanced criminal record check, which will always be carried out as appropriate to the role.

Interview procedure

We will notify all candidates selected for interview by email or phone call. 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 a senior member of staff. All candidates will be asked the same 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.

After a successful interview

We will send potential candidates:

- a job description
- a copy of the Club's **Safeguarding Children** policy and information about our Safe Recruitment processes.

Online Checks

Out of school club carries 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.

NFCC will not accept open references (addressed "to whom it may concern" or similar, or references from a family member. We 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, we will compare the information on the application form with that in the reference and take up any discrepancies with the candidate. We 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 NFCC we will give them:

- their contract; a signed copy of their contract will be kept on file
- job description
- access to our online HR system
- 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.

Disqualification

The Club cannot employ staff or volunteers who have been convicted of specific offences or have been subject to an order that disqualifies them from registration 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 during their employment with us, 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, including members of the management committee and volunteers.

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 if they are signed up to the DBS update service.

New staff will only be allowed to have *unsupervised contact with children* when we have had full sight of a satisfactory enhanced DBS certificate for them, and their references have been returned and deemed satisfactory.

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 update the DBS checks for all staff every 2 years and/or review Update Service checks every 2 years.

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 Directors 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, the Club 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, we 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

Social Care: Public Number 0300 555 1384. Surrey 0300 4709100 (choose option 3)

Social Care 0300 555 1373

LADO (Local Authority Designated Officer): referral has to be made via Inter Agency Referral Form

[Inter Agency Referral Form](#)

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

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

This policy was adopted by: New Forest Child Care CIC	Date: September 2025
To be reviewed: August 2026	Signed: Helen Littlehailes

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