

15. Safer Recruitment, Suitable People and Disqualification

Harlequin is committed to the safeguarding of all its children, staff and visitors.

The managing director is responsible for the Safer Recruitment policy to ensure that rigorous checks on all staff applications are carried out prior to employment being confirmed.

This policy is section 15 of the Harlequin Safeguarding Policy.

Safer recruitment

Safeguarding is a priority with policies and procedures in place to ensure children and adults feel and are safe on club premises and during any off-site activities.

The child's experience and individual welfare are paramount and safeguarding policies and procedures are developed to impact positively upon this.

The club ensures safeguarding legislation and guidance are adhered to and taken into account when developing and revising policies procedures and associated arrangements.

The club provides a safe physical environment for its children and staff, ensuring that premises are of a good standard.

Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Human Resource advice is insured and provided by a specialist HR provider. This ensures Harlequin HR policies and procedures are up to date and performed correctly and in accordance with current legislation.

Applicants will be subject to recruitment and selection procedures that ensures all reasonable steps are taken to recruit staff and volunteers who are suitable to fulfil the requirements of their roles, are safe to work with children and have children's safety, welfare and protection as the highest priority.

The managing director is responsible for ensuring that the setting follows safe recruitment processes outlined within guidance, including accurate maintenance of the staff records. The staff record is a list of staff and volunteers that includes appropriate information which may include:

- Dates of recruitment;
- References;
- Identity checks;
- Criminal records check reference number, including date check was last obtained;
- Regular staff declarations;
- Eligibility to work in the UK checks;
- Training and qualifications
- Other essential key data.

Suitable people and disqualification

The setting will obtain an enhanced criminal records check in respect of every person aged 16 and over (including unsupervised volunteers, and supervised volunteers who provide personal care) who:

- works directly with children;
- lives on the premises on which the childcare is provided and/or;
- works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).

An additional criminal records check (or checks if more than one country) will also be made for anyone who has lived or worked abroad.

It is mandatory for all staff to subscribe to the DBS update service and give Harlequin officers full permission to access their DBS records.

The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references and necessary safety checks.

Harlequin has policies and procedures in place to deal effectively with child protection and safeguarding issues together with recording and monitoring processes.

Harlequin has a 'Designated safeguarding Lead' at each setting responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities.

All new staff will undergo an induction process in the first two weeks of their employment.

A minimum of one member of any recruitment panel shall have accredited Safer Recruitment Training in line with government requirements.

All staff must disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings.

If requested for a reference on a current or past employee, Harlequin will disclose any concerns relating to child safety and welfare for that employee.