



# Laser Summer Camp Safe Recruitment Policy

## Including

DBS policy

Volunteer, visitors and unchecked adults policy

As of January 2025

**Working document**

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# **Safe Recruitment Policy**

**We at Laser have an open and non-discriminatory policy regarding the recruitment of staff.**

## **Purpose**

This policy sets out recruitment guidelines for Laser Summer Camp including information relating to:

- Application process
- Reference checks
- Offers of Employment

## **Scope**

This policy applies to anyone applying for a post within the company, including volunteers. It is to be used alongside the Volunteers, visitors and unchecked adults policy that can be found later within this policy.

## **Procedure**

This policy specifies the procedure to follow when recruiting workers. A flow chart model can be found in Appendix 1.

## ***Job descriptions & nature of employment***

The job description (found on the website and in the Staff Handbook) will explain the different roles available with the company. All roles are temporary and employment is limited due to the nature of the Holidays Camps running across the school holidays. Recruitment is open across the year and we advertise through our own website.

## ***Application***

All persons wishing to work for Laser Summer Camp will complete an application form which collates information including but not restricted to:

- Personal details
- Qualifications
- Experience
- DBS status
- Details of referees

Where an employee is wishing to return to work for the company, a 'Retuners Form' is completed and relevant information gained.

Applicants will be recruited based on relevant qualifications and experience. Supporting statements may be used to identify the character and suitability of applicants wishing to work.

## ***Interview***

Depending on availability, applicants will complete either a phone/online interview or will meet the Camp Director and member of the senior team in person.

There are a set of standard questions asked at interviews (see Appendix 2) in addition to time being spent explaining the Camp set up and answering any questions that applicants may have.

## ***Offers of employment***

Once a position has been agreed with the Camp Director, staff will be sent an 'Offer in Principle'. This document outlines the role being offered, the dates offered for and the rate of pay.

All positions will be offered pending suitable references and an enhanced DBS check.

The Camp Director will make the final decision on persons employed.

## ***Checks***

Applicants provide two referees, both will be invited to comment and respond to set questions (see Appendix 3) regarding the applicant.

An enhanced DBS check is required for all roles and checks are completed prior to the start of employment. Full guidelines can be found in our DBS policy below.

## ***Contract of Employment***

Following suitable references and an enhanced DBS check, staff will be sent a Contract along with terms and conditions of employment.

In addition, staff will be sent the following documents and/or links to the documents:

- Company policies including Safeguarding, Mobile Phone & Screen Policy
- Staff Code of Conduct
- Staff handbook
- Keeping Children Safe in Education part 1

On receipt, staff are required to complete an online declaration form to show they have understood the terms and conditions of employment and have read the relevant documentation that was sent out.

Staff will be expected to attend the staff orientation day where they will have suitable training, including safeguarding, required for working with children and for their role at the camp.



## **DBS Policy**

### **Introduction**

This DBS checks policy and procedure:

- outlines the Company's procedure for obtaining disclosure and barring service (DBS) checks;
- Confirms there is no automatic update for current DBS checks unless new information is added to the employee's criminal record due to a new warning, caution, reprimand or conviction.

### **Scope**

Who is included in these arrangements?

- This policy applies to anyone applying for a post with or working for the Laser Summer Camp

Who is excluded from these arrangements?

- Ordinary visitors to one of our Camps although visitors must be accompanied at all times when on visit.

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### **Commitment to safer recruitment and safeguarding**

Laser Summer Camp is committed to safer recruitment and safeguarding.

The company is committed to promoting the safety and wellbeing of all children and employees, particularly those who would be incapable of protecting themselves from physical, mental or sexual abuse, financial exploitation, or where there is a potential danger that their will or moral wellbeing may be subverted or overpowered.

The Company is committed to safer recruitment practices when recruiting new employees or when using volunteers.

Enhanced disclosure and barring service checks are required for all roles. DBS checks are only one element of a wider framework of safer recruitment practises the Company undertakes.

### **Obtaining DBS checks**

At the point of having a DBS check the employee can opt to subscribe to the DBS's online update service which has an annual subscription fee payable by the employee. A DBS check from a previous role or employer will be portable if the employee has subscribed to this online DBS update service.

For all employees who have subscribed to the DBS online update service, the Company will request permission from the employee to check the status of their DBS check, which is carried out online. The Company will apply for a new DBS check if additional information has been added to the DBS check since it was last issued. Additional information means:

- A new caution
- A new warning
- A new reprimand
- Been banned from working with children or vulnerable adults or both
- A new conviction
- Any new, relevant, police information.

For employees who are not subscribed to the online update service the Company will apply for a DBS check in the usual way via 'First Advantage'.

The DBS check will be sent to both the applicant and the Company. As part of the safer recruitment process, this will be checked before the applicant can start work.

In order to carry out thorough DBS disclosure checks, the Company will need to know any names, name changes, or aliases by which the applicant may have been known in the past, including maiden names, assumed name of step parent, change of name by deed poll, etc. The applicant will be required to produce originals of three documents from three specific lists, including an original copy of their birth certificate.

### **Regulated activity at Laser Summer Camp**

Regulated activity relating to children is defined as work that a barred person must not do. All posts at Laser Summer Camp are considered regulated activity. Enhanced DBS checks are required for all posts within the Company.

A DBS check is not required in respect of the activities above if the person undertaking these activities is a supervised volunteer.

### **Barred lists**

The children's barred list is held and administered by the Disclosure and Barring Service. The Company; or the Company's alternative DBS umbrella provider will continue to work with the DBS to check applicants / employees against the names of individuals appearing on these lists.

All applicants/employees are required to declare if they are barred from working in any roles.

There are some offences which may result in a person having been made subject of a Disqualification Order (DO). It is an offence for this person to apply for a post that is restricted under the DO. If a person is subject to a DO and they apply for a restricted post, the Company will report them to the police.

Any person who has been convicted of an offence under Schedule 1 of the Children and Young Persons Act 1933 (as amended by subsequent legislation) will not be eligible to apply for a restricted post.

A person will never be allowed to work or volunteer at Laser Summer Camp if they have been barred from carrying out a restricted post.

## **Roles and responsibilities**

### ***Applicant and employee responsibilities***

- To be completely honest in declaring all convictions before employment.
- To be completely honest in declaring subsequent convictions after having been employed.
- To provide such information as is requested in order for a DBS check to be carried out.
- For those who choose to subscribe to the DBS online checking service, to notify the Company and to give permission to carry out an online check either when joining the Company for the first time or when a subsequent recheck is to be carried out.

### ***Administrator responsibilities***

- To undertake all safer recruitment reference checking including enhanced DBS checks
- To ensure relevant documents are provided to all applicants/employees

### ***Camp Director responsibilities***

- To ensure Safeguarding training is provided
- When information is received regarding a candidate's offending background, to confirm whether the information is relevant to the role being applied for.
- To defer a decision not to employ a candidate on the basis of a DBS check outcome until they have discussed this with the candidate.
- Not to unfairly discriminate against an applicant with a criminal record.

# **Volunteers, visitors and unchecked adults policy**

Laser recognises that volunteering, training, and experience is an important contribution to the quality, care, and education provided by our settings. Where appropriate we will offer opportunities for those training in the sector or those looking to gain experience of working with children.

## **Aim**

We aim to provide students/volunteers with a placement that contributes to their studies and/or their general development. We aim to provide them with high quality practice in early years care or experience working with children.

## **Volunteers**

1. The role of the student/volunteers will compliment, not supplement or replace the role of the paid staff
2. We require volunteers to complete a similar application to a paid member of staff.
3. We require anyone under the age of 16 years to provide at least 1 school-based contact as a reference. Where possible to do so a second reference external to school will be available.
4. Students and volunteers will not be allowed to have unsupervised access to children. Anyone under the age of 16 will be wearing an orange t-shirt as uniform to identify themselves. Anyone over the age of 16 will have an enhanced DBS check completed.
5. Students & Volunteers who are placed in our setting are not counted in our staffing ratios.
6. We take out employers' liability insurance and public liability insurance, which covers both trainees and voluntary helpers.
7. We require student & volunteers to keep our confidentiality policy and declare to adhere to our code of conduct.
8. We provide students & volunteers at the first session of the placement, with a short induction on how our setting is managed, and a staff pack containing our policies & procedures.
9. Students and volunteers will be expected to sign in and out every day.
10. Students/Volunteers that come into the setting are unpaid.
11. Students/volunteers over the age of 16 years will be expected to complete an enhanced DBS check through Laser.

## **Visitors**

Visitors are expected to sign in and always wear a lanyard or visitors sticker. They will always be accompanied by a checked member of Laser staff. They will have a visitors card that states the expectations around conduct, including mobile phone use. It will also include a QR code to use to raise any concerns they may have that they wish to report once they have left the site.

## **Unchecked adult**

Laser camp is renowned for the variety of activity offered to the children that attend. To allow this to happen we will sometimes buy in outside agencies who will deliver sessions to the children. These adults will always work under supervision when with children. Where appropriate and possible a 3<sup>rd</sup> party agreement and letter of assurance will be obtained. These agencies will be provided with a Laser visitor safeguarding card which shares the expected conduct and how to report any safeguarding concerns.



<b>Laser camp staff recruitment routes</b>			
<b>New recruit</b>	<b>Returning</b>	<b>Volunteer 16 or over</b>	<b>Volunteer under 16 (inc MiT's)</b> <i>Not to work with Early Years children.</i>
Application form (online form) collating: <ul style="list-style-type: none"> <li>- Basic details</li> <li>- Qualification information</li> <li>- Details of referees x 2</li> <li>- Character questions (optional)</li> </ul>	Returners form (online form) collating: <ul style="list-style-type: none"> <li>- Basic details update</li> <li>- Qualification update</li> <li>- DBS status</li> <li>- Self declaration statement</li> </ul>	Volunteer application (online form) collating: <ul style="list-style-type: none"> <li>- Basic details</li> <li>- Qualification information</li> <li>- Details of referees x 2</li> <li>- Character questions</li> </ul>	MiT application from (online form) collating: <ul style="list-style-type: none"> <li>- Basic details</li> <li>- Parent contact details</li> <li>- Qualification information</li> <li>- Details of referees (See below)</li> <li>- Character questions</li> </ul>
Short listed depending on qualifications and experience	Offer in principle made based on requirement and subject to DBS check and clear self-declaration		
Interview (phone/online/in person) <ul style="list-style-type: none"> <li>- Standardised questions</li> <li>- ID gathering (including passport for right to work evidence)</li> </ul>			
Offer in Principle made based on interview panel decision			
Recruitment checks carried out; <ul style="list-style-type: none"> <li>- Enhanced DBS check</li> <li>- 2 x references</li> <li>- Qualification evidence</li> </ul>	Enhanced DBS check via the Update Service (If they are not, they will be required to start the process again with us)	Checks carried out: <ul style="list-style-type: none"> <li>- ID check</li> <li>- Enhanced DBS check</li> <li>- 2 x references</li> </ul>	Checks carried out: <ul style="list-style-type: none"> <li>- ID check</li> <li>- Reference/s</li> </ul>
Employment documents sent; <ul style="list-style-type: none"> <li>- Contract</li> <li>- Online staff declaration</li> <li>- Link to Keeping Children Safe in Education part 1</li> <li>- Link to the Prevent course</li> <li>- Staff handbook</li> <li>- Staff code of conduct</li> <li>- Mobile phone policy</li> </ul>	Employment documents sent; <ul style="list-style-type: none"> <li>- Contract</li> <li>- Online staff declaration</li> <li>- Link to Keeping Children Safe in Education part 1</li> <li>- Link to the Prevent course</li> <li>- Staff handbook</li> <li>- Staff code of conduct</li> <li>- Mobile phone policy</li> </ul>	Documents sent: <ul style="list-style-type: none"> <li>- Code of conduct</li> <li>- Safeguarding policy</li> <li>- Mobile Phone Policy</li> <li>- Link to Keeping Children Safe in Education Part 1</li> <li>- Online volunteer declaration</li> </ul>	Documents sent: <ul style="list-style-type: none"> <li>- Code of conduct</li> <li>- Mobile Phone Policy</li> <li>- Online declaration</li> </ul>



- Safeguarding policy	Safeguarding policy		
Self-declaration completed week prior to camp starting	Self-declaration completed week prior to camp starting	Self-declaration completed week prior to camp starting	Self-declaration completed week prior to camp starting



- Why are you interested in working as a childcare provider?
- Are you capable of working in a team?
- What do you enjoy about working with children?
- What do you find most challenging about working with children?
- What aged children have you worked with before?
- Which ages do you prefer working with?
- What is your greatest strength as a childcare professional?
- What's your biggest weakness as a childcare professional?
- Why do you want to work for our organisation specifically?
- Can you tell us about your experience?
- What do you like least about working with this age group?
- What do you think makes a great childcare provider?
- What do you like most about working with children in this age group?
- How would you describe your approach to childcare?
- How do you motivate children to be more active?
- What is the greatest thing you've achieved in working with this age group?
- Tell me a time you achieved something big.
- How do you handle confidentiality in your work?
- How would you handle a complaint from a parent?
- How would you report a safeguarding concern?
- How would you handle a child who didn't want to take part in games or other activities with other children?
- Describe a situation that tested your patience. How did you keep your emotions in check?
- What would you do if two children were fighting?
- How do you know if your childcare approach is effective?
- How do you maintain a safe play environment? Provide a relevant example.
- How would you encourage children to work or play together?



We have received an application from the individual stated below.

You have been named as a referee. If successful, the applicant will be undertaking a role working with children on one of our holiday camps. We would be most grateful if you could take a few minutes to respond to the following:

<i>Applicant name</i>	
<i>Your name</i>	
<i>Your position (if applicable)</i>	
<i>What is your relationship with the applicant and how long have you known them?</i>	
<i>Can you briefly outline their character. This may include reference to punctuality, reliability, initiative emotional intelligence and professionalism (if appropriate)?</i>	
<i>Is there any reason that you are aware of that the applicant named above should not work with children?</i>	