

Safer Recruitment and Employment Policy

Just for Fun Holiday Clubs reputation for high quality childcare depends on the professionalism and hard work of all staff. Just for Fun Holiday Club place the safeguarding and safety of all children as their number one priority, and therefore follow this strict safer recruitment policy, to protect both the children and the staff working within the individual camp settings, and wider offices.

Recruitment

Just for Fun Holiday Club use a variety of recruitment channels to appoint staff members with relevant experience in childcare. Recruitment decisions are made following an extensive application, interview, training, and vetting process. Camps are staffed with the following positions:

- Camp Manager
- Coach
- Assistant

In making the decision, the following factors are considered:

- Relevant qualifications or applicants studying towards a relevant qualification.
- Experience working with children in similar environments.
- Additional skills such as first aid.
- Personality and enthusiasm

Advertising

At Just for Fun Holiday Club, we believe in providing an environment which recognises and values people's individuality, and benefits from the unique strengths that these differences bring to our organisation. This commitment promotes respect and equal treatment for all persons regardless of age, disability, gender, ethnicity, marital or civil partnership, nationality, race, religion or belief, sex, or sexual orientation. We insist that this respect is applied in every aspect of our business and in how we conduct ourselves, under the Equality Act 2010. We advertise our vacancies through a variety of channels, from specialist job boards to local schools, to our own website. We believe this approach allows us to reach a wide range of applicants, to ensure Just for Fun Holiday Club attracts the best talent.

Selection and appointment

In appointing staff, Just for Fun Holiday Club use the following procedures:

For Holiday club Workers

Application Form

All Holiday Club staff are required to complete an application form for the role for which they are initially applying. This includes all Personal Details (e.g. Current and previous name(s)), full Educational History including dates and institutions, and five years of Employment History at the time of application. Any gaps in the Application Form must be clarified and updated with the Recruitment Co-Ordinator responsible for the camp prior to the commencement of employment.

Interview

Candidates with a strong application will be invited to take part in a telephone or zoom interview with one of our managers for a suitable role. Camp Manager applicants may be required to attend an assessment day with both company directors. Mike Jones will be present as he has completed the Safer Recruitment Training programme.

Just for Fun Holiday Club use interview templates that are specific to the role for which a candidate has applied. They help to assess a candidate's suitability for the role by investigating their experiences, motivation for working at Just for Fun Holiday Club, any gaps in employment, ability to adapt to on-camp scenarios, personality, and safeguarding experience amongst other factors.

References

Just for Fun Holiday Club require one professional or academic reference covering the past 3 years for every seasonal candidate as sufficient evidence to establish a candidate's employment and / or educational history.

Volunteer or Personal (e.g. Baby sitting) referees cannot be used.

Health Declaration

All Holiday Club staff are required to complete an annual self-assessed Health Declaration for Just for Fun Holiday Club to ensure they are fit for work, and to declare any medical issues that may impact their ability to complete their job role on site. Where any concerns are raised, further discussion will take place between both directors.

Certificates and Qualifications

Holiday Club staff appointed in specialist roles (e.g. Camp Managers) are required to provide evidence of their qualification to Just for Fun Holiday Club. These records are kept on file centrally.

UK Right to Work and Identification (ID) Checks

All staff members are required to provide original evidence that they are eligible to work in the UK, by providing at least one document from the list provided by the Home Office.

Separate to the UK Right To Work Check,

- one proof of name - ID 1 (e.g. Full Driving Licence with current name) and
- one proof of address - ID 2 (e.g. bank statement with current address dated in the past 3 months) document is required for identification purposes.

This can be done either in person or via the Post Office Document Certification Service, it is to be kept on file centrally. Staff members are required to show photo ID when they arrive at any assessment day and on their first day on site to the Camp Manager.

DBS Staff Checks

A prerequisite to be able to work with children in Just for Fun Holiday Club' care is to hold and provide evidence of a valid Enhanced Disclosure & Barring Service (DBS) Certificate where the outcome of the check is deemed satisfactory. The DBS certificate may be registered on the DBS Update Service, with DBS certificates obtained and issued via Just for Fun Holiday Club they will be valid for three years.

Where the employee may have an existing Enhanced DBS that is not associated with Just for Fun Holiday Club, we will ask the employee to apply for a Just for Fun Holiday Club DBS prior to starting and put in the necessary risk assessments and control measures as listed below.

1. **Just for Fun Holiday Club DBS:** issued within 3 years of the last day of employment. This is valid and the employee can work without any further Risk Assessments or supervision.
1. **Non Just for Fun Holiday Club DBS but on the Update Service:** the subscription must be valid on the last day of employment with Just for Fun Holiday Club. This is valid and the employee can work without any further Risk Assessments or supervision.
1. **Non Just for Fun Holiday Club DBS; under 3 months:** if the check is LESS THAN 3 months by the time the staff member works, they must provide a copy of the certificate and be in the process of applying for a Just for Fun Holiday Club DBS. This will be accompanied by a Just for Fun Holiday Club Risk Assessment.
1. **Non Just for Fun Holiday Club DBS; over 3 months:** if the check is MORE THAN 3 months old by the time a staff member works and no more than 3 years old, Just for Fun Holiday Club will require confirmation from either the current employer or University that issued the DBS. Just for Fun Holiday Club ask the employee to provide a copy of the certificate and be in the process of applying for a Just for Fun Holiday Club DBS. This will be accompanied by a Just for Fun Holiday Club Risk Assessment, including to be always supervised as a control measure.

Confirmation of student or work history can be in the form of

School, College or University	From Current or Pervious employer
<ul style="list-style-type: none"> · Current ID card, or · a 'Letter of Study Verification' from the Student Admissions department only (need to be currently studying) This is valid for two seasons at a time, excluding Summer which will require a separate check. 	<ul style="list-style-type: none"> · Current ID Card, · a 'Letter Of Employment Verification', · reference from a senior manager, or · a Payslip issued in the past month (this must include name and address, and employer details (e.g. logo) on it

Overseas Police Checks

Overseas Police Checks' or a 'Certificate of Good Conduct' will be required from the applicant's country of residence where the applicant has lived outside the UK. This may be in addition to the UK Enhanced DBS if circumstances apply.

Just for Fun Holiday Club Reserve Holiday Club Members

Where an applicant is strong, but no position is currently available, that applicant will be invited to an assessment and appointed as an assessed reserve staff member. They are subject to the same background checks as appointed staff members, captured in the current staff database, and are called upon as and when work is available. This is usually to cover last minute sicknesses and dropouts or when there are increases in bookings.

Returning Members Of Staff

Returning members of staff are asked to re-apply, and re-interview (if applicable). Just for Fun Holiday Club will not re-employ anyone that has previously been dismissed from the Company.

Performance Management

All seasonal staff members will be subject to ongoing performance management to help identify strengths and weaknesses. Any performance or conduct issues will be addressed by the Camp Manager and may affect future employment with Just for Fun Holiday Club.

Risk Assessments

In the event that some Personal Details and or documents have not been provided prior to the commencement of employment, a Seasonal staff member may be allowed to work subject to a strict and full Risk Assessment against background checks such as; A Full five year work History and a Clear Barred List Check. Just for Fun Holiday Club reserves the right not to employ a staff member if key background and or document checks (e.g. UK Right To Work) have not been deemed satisfactory.

For all Staff members

Just for Fun Holiday Club will record the information provided from any DBS Check but will only keep a copy of the disclosure for a maximum of 6 months if there is a disclosure note.

- In exceptional circumstances a staff member who does not hold a current DBS may work on camp, supervised by a fully DBS checked member of staff. This will be subject to a risk assessment, authorised by the company director and placed on site.
- As the information contained in a DBS Check is only correct at its date of issue, all staff members are asked to sign a DBS Declaration as part of their Application Form and contract of employment. Before they begin work the staff member needs to state that no criminal offences have been committed since the disclosure was issued, which would be every 3 months. Any false information or deliberate omission may result in dismissal or disciplinary action.
- Just for Fun Holiday Club volunteers are subject to the same pre-employment checks as paid staff members. This includes satisfactory DBS status and references.
- Just for Fun Holiday Club takes its responsibility to safeguard children seriously and acts on 'Keeping children safe in education' guidance referring to 'Disqualification by Association'. Just for Fun Holiday Club asks their staff to provide relevant information about themselves or a person who lives or works in the same household as them, in order to determine whether or not the disqualification by association requirement applies.

A **Single Central Register** containing the vetting requirements of all staff working on site is maintained in accordance with current guidelines to ensure the safeguarding of all children in Just for Fun Holiday Club care.

Assessment and Selection Training

Just for Fun Holiday Club believe pre-holiday and ongoing training is vital in ensuring the safe and smooth running and delivery of the Just for Fun Holiday Club product and all safeguarding practices. Just for Fun Holiday Club will endeavour to ensure all staff are competent and capable to deliver sessions. Returning staff all have regular training updates during their employment with Just for Fun Holiday Club. Although Just for Fun Holiday Club preference is to employ qualified staff in childcare studies or teaching, Just for Fun Holiday Club understands the importance of Just for Fun Holiday Club specific training to ensure all staff members are aware of Just for Fun Holiday Club Policies and Procedures and the on-going updates in the childcare industry.

Once a member of staff has been employed, they will be required to complete this 2 part training process:

1. **Central Assessment & Selection Days:** This is the core element for all holiday club staff. This is face to face and led by the Mike Jones and/or Sean Harper. It builds on the lessons from holiday clubs through team building games, workshops and exercises. There is also specific Safeguarding elements included.
2. **Site Induction:** This takes place at a venue for Just for Fun Holiday Club at which a staff member is employed. If a member of staff is unable to make the Site Induction (usually the day before their first working day) then they will not be able to lead their group until this has happened.

Returning members of staff

Due to sites only operating during the school holidays, Just for Fun Holiday Club defines a returning member of staff as someone that has worked with us previously within the past year. Returning members of staff training is as follows:

1. Returning members of staff are on the Just for Fun Holiday Club mailing list and receive an update email. The email contains updates and changes to Just for Fun Holiday Club procedures.
2. Returning members of staff can gain further qualifications through Just for Fun Holiday Club such as Paediatric First Aid, Specialist Safeguarding Training and a Food Hygiene Certificate.

Records of assessment and Selection

Selection records for Just for Fun Holiday Club staff members are kept centrally.



This policy was adopted by: Just for Fun Holiday Club	Date: 01/05/21
To be reviewed: 01/05/22	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Equal opportunities [3.67], Information for parents and carers [3.73], and Child protection [3.7].*