



Safer Recruitment Policy

1. Rationale

This policy is needed to ensure that ClubsComplete™ appoints the highest quality staff to represent the company and that safe recruitment practices are rigorously enforced.

2. Purposes

2.1. To ensure all those employed at ClubsComplete™ are suitable individuals to work with children and young people (have valid full enhanced DBS checks)

2.2. To ensure all those employed at ClubsComplete™ are the best qualified and experienced to work with children and young people.

2.3. To ensure all those employed at ClubsComplete™ share the company's ethos, values, ways of working and aspirations for the children and communities it serves.

2.4. To meet the requirements of the safeguarding policy and equal opportunities policy and protect both children and employees within the establishment.

2.5. To always induct and give appropriate training to staff prior to them starting their roles.

2.6. To ensure all employees understand the requirements within safeguarding and their role.

3. Guidelines for implementation

3.1. Identification of the need for an appointment

The need for certain posts will be assessed as appropriate e.g. when a member of staff leaves or when ratios exceed those of best practice.

3.2. Advertisements & post details

Once the need for an appointment has been identified ClubsComplete™ will proceed to advertise internally onto our cover database as well as locally. Advertisements will carry information about the company and the post. Most advertisements are advertised online via Find a Job and Indeed.com. Potential candidates who request details will be sent an application form which will request their suitability for the position such as DBS details, rights to work in the UK, as well as requesting their up to date training certificates for safeguarding, Prevent duty, first aid and food hygiene if required for the role.

3.3. Applications and short listing

All applicants must complete the application form and evidence their safeguarding training prior to interview. If the criteria established in the job description is met, our consultants will proceed to a formal interview which will happen either via Zoom or in person. If successful, our consultants will then either offer the position or offer a practical interview - role dependent.

- Formal Interview

Candidates are asked to talk about particular events or developments in their career and explain to their interviewer how they are suitable for the post. Candidates are also asked their status to work in the UK, to evidence their DBS Check and if it is on the update system, they are then asked scenario-based first aid, safeguarding and behaviour management related questions. The unsuccessful candidates are informed by email within 3-5 days of interview. Successful candidates are called within 3-5 days by telephone to be offered the position, followed by a formal job offer letter.

- Practical Interview (Leading a session)

If needed, candidates will be given an appointment date for a practical and/or formal interview depending on the school's visitors policy, and the level of the role. Our practical interviews provide very important information especially about how well they interact with children and how well they manage behaviour within the setting.

3.4 Appointments

All candidate information from application through to selection and onboarding is stored on our CRM system. Candidates are sent a job offer letter then a contract via our E-Sign system once terms are agreed.

3.5. References

References will be requested from both of the referees nominated by the candidate, one of which should be an up to date employer referee, i.e. current or most recent employer unless the candidate is a student, at which point a character reference from a course tutor will be accepted..

ClubsComplete™ will request a written reference. ClubsComplete™ will request information about:

- The candidate's suitability for the post
- Attendance and punctuality
- Whether there are any outstanding disciplinary or safeguarding issues
- Whether there are any reasons why the candidate should not work with children and young people.
- Whether the referee recommends them for the post

3.6 Safeguarding procedures at all interviews:

- During the interview, the following checks will be made:

- Proof of identity

- Qualifications and training courses such as paediatric first aid

- A DBS check if on the update system will be checked, or if the candidate has a DBS in the past 3 years from an alternative employer this will be accepted if the school's policy is to that effect. For schools who require the candidate to have a new DBS check put through by the company a new DBS will be put through regardless of the date of the previous DBS.

- The candidate will also be asked in the interview to explain any gaps in time on the application form.

3.8. After the appointment

An induction programme is compiled by our Staff Liaison Office which will include ensuring the appointee understands the company's safeguarding procedures, behaviour management policies and company values as well as their responsibilities during an Ofsted inspection should the setting be registered with Ofsted.

4. Monitoring, evaluation & review

ClubsComplete™ will evaluate its appointment procedures each year and make appropriate revisions. This will include asking people involved in selection procedures how they can be improved.

ClubsComplete™ also carry out annual observations for staff which are planned visits to clubs/sessions by a member of Senior Management or the Setting Manager/ Activity Leaders' line manager. After each observation is carried out, employees receive feedback on the content of their club/session with advice on how to improve for the future. A copy of the observation is sent to their Line Manager, the school and stored on our CRM.

5. Responsibilities

- Managers – oversight of the Policy and its implementation

6. Equal Opportunities in Recruitment

- ClubsComplete™ adheres to legislation regarding recruitment of staff and considering all applicants on individual merit in terms of suitability, qualification, positive attitude, potential and a diverse blend of skills & experiences. A diverse range of skills held within the team will only benefit everybody connected with the ClubsComplete™ community. No candidate will be excluded from the recruitment process on grounds of disability, gender, age, religion, race or ethnicity.

Last reviewed: January 2025

Next reviewed : January 2026