

Smartkidz Play and Learn 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

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

Initial enquiry

Upon enquiry about a vacancy, we will send the potential candidates:

- A job description.
- A person specification
- An application form.
- A copy of the safeguarding policy and information about our safer recruitment process.

The application form includes:

- A declaration that all information is correct.
- Whether the candidate will submit a self-declaration form to disclose any relevant information under the Rehabilitation of Offenders act.
- A request for the contact details of 2 referees, one of which should be their last employer (if this is the candidates first job, their course tutor is a suitable alternative or 3 character references).

All applicants must submit an application form by the closing date. We will only accept CVs if they are accompanied by our standard 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. Smartkidz Play and Learn is only able to request information that we are entitled to know about as a potential employer. BY using a self-disclosure for 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.

Forms should be submitted in a separate, sealed envelope marked 'confidential' and will be opened for candidates successful at interview. The self-disclosure form does NOT replace the need for an enhanced criminal record check, which should always be carried out as appropriate to the role.

Interview Procedure

We will notify all candidates selected for interview by email. All candidates will be asked to bring the following items to the interview:

- Proof of identification i.e. passport or driving license.
- Proof of address i.e. recent utility bill or bank statement.
- Proof of qualifications.
- 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 at least 2 interviewees. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form. For example, the interviewees will follow up any gaps in the candidates employment history.

Appointing a new member of staff

When we have selected the successful candidate, we will:

- Send the candidate an email, which will clearly state that it is the 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 our staff documentation booklet (including health questionnaire).
- Notify any unsuccessful interviewees.

We will also take photocopies of any relevant qualification certificates and take details of the proof of identity documentation that had been reviewed and keep these on file.

When a new member of staff starts work at Smartkidz play and learn we will give them:

- To sign a contracts and a copy of this will be kept on file.
- A copy of our staff handbook will be emailed.
- All our policies will be made available to them to read (via website) and a policy confirmation form to confirm they have read and understood them; the signed form will be kept on file.

We will conduct a full induction with all new members of staff.

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 employees suitability to work with children.

Smartkidz Play and Learn will not accept references addressed "to whom it may concern" or similar, or references from a family member. Smartkidz Play and Learn will not ask applicants to obtain their references on our behalf and will check, by a follow up phone call or other verification, that electronic reference originate from a legitimate source.

Once references are received, Smartkidz Play and Learn will compare the information on the application form with that in the reference and take up any discrepancies with the candidate. Smartkidz 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 satisfactory before appointment is confirmed.

When a new member of staff starts work at Smartkidz Play and Learn, we will give them

- Our terms and conditions, and get them to sign their contract; a copy of their contract will be kept on file.
- All our club policies, and ensure that they sign a policy confirmation form to confirm that they have read and understood them. This will be kept on file.

We will conduct a full induction and orientation programme with all new staff as set out in our Staff induction policy.

Disqualification

Smartkidz Play and Learn 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 the 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 hasn't 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 barring and vetting scheme.

DBS Checks

We will obtain an enhanced DBS for all staff, students and volunteers who will work unsupervised with the children on a regular basis or have access to children's information.

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.

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.

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 the 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 also send a letter of insurance to the relevant school or setting.

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 Manager 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 will seek further advice from social care or the LADO if they are unsure whether the disclosed offence is on the list of disqualified offences.

If the candidate's offences disqualify them from working with children then the offer of employment will be withdrawn.

If the offence shown in 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 may pose a risk to the integrity of the Smartkidz Play and Learn, the manager may choose to seek further advice to help with their decision through our HR company (Redwing).

Where the offences are more minor and where children are unlikely to be at risk of harm, Smartkidz will decide on a case by case basis whether to confirm appointment. The decision will be subject to undertaking a risk assessment of the applicant's attitude to their offences, and whether they act differently now.

In all cases we will discuss any matter revealed on the 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 license, passport and NI number.

Equality Act 2010

At all points during the recruitment process, Smartkidz Play and Learn will comply with the equality act 2010 to ensure the fair and equal treatment of practitioners of different gender, race, sexual orientation etc...

This policy was adopted by: Smartkidz Play and Learn	Date: August 2025
To be reviewed: August 2026	Signed: 

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