



| **Childcare** | **Breakfast Clubs** | **Lunch Clubs** | **PPA Cover** | **After School Clubs** | **Holiday Camps** |

## **Safeguarding - Safe Recruiting Policy**

At Xtra time and 1<sup>st</sup> Touch Coaching we have developed a thorough and rigorous system to ensure that children are safeguarded by the robust and efficient recruitment systems and procedures.

Xtra time and 1<sup>st</sup> Touch Coaching believes that high quality dedicated staff and Coaches are the key to a successful Club and will ensure that all staff are recruited following correct and thorough vetting procedures.

Xtra time has written this policy to ensure that best practice and procedures are carried out at the Club. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

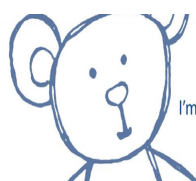
### **Aims**

- All members of staff at Xtra time and 1<sup>st</sup> Touch Coaching are diligent and understand clearly the need for strong child protection procedures which are vigorously implemented and followed.
- Members of staff at Xtra time and 1<sup>st</sup> Touch Coaching will be vigilant and understand how to identify possible signs of abuse.
- To ensure excellent communication at all levels which results in a swift response and cohesive action to safeguard the child or adult by a range of partner agencies and professionals.
- To implement Safer recruitment procedures when appointing staff and volunteers and ensure through checking and vetting procedures prior to commencing an appointment at Xtra time or 1<sup>st</sup> Touch Coaching.

### **Implementation of Policy**

At Xtra time or 1<sup>st</sup> Touch Coaching:

- The manager / Managing Director will arrange regular staff meetings where all staff are able to discuss items and contribute in a positive manner. The



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manager should encourage staff to contribute to the development and quality of the programme of activities provided.

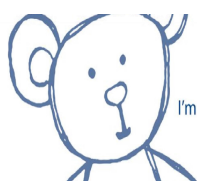
- Members of staff and Coaches are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.
- Members of staff/Coaches are expected to display both knowledge and understanding of multicultural issues and a commitment to treating all children as individuals and with equal concern and respect.
- Members of staff/Coaches will have regard for maintaining appropriate dress and personal appearance for working with children and with awareness of health and safety issues.
- Personal mobiles must be switched off and kept in the locked staff cabinet or in 1<sup>st</sup> Aid kit as stated in our Mobile Phone policy, and not be used during working hours. If staff do need to receive an emergency call, the person calling them should use the main Club or 1<sup>st</sup> Touch Coaching number.

### **Safer Recruiting and Disclosure and Barring Service**

Xtra time and 1<sup>st</sup> Touch Coaching complies fully with the Disclosure and Barring Service (DBS) process in police-checking all staff members, as outlined in our Child Protection Policy. It complies fully with the CRB Code of Practice and Data Protection Act 1988, regarding the correct handling, use, storage, retention and disposal of Disclosure information.

Xtra time **and 1<sup>st</sup> Touch Coaching** is committed to the fair treatment of staff and undertakes to treat all applicants for positions fairly. Applicants are made aware at interview that a Disclosure will be requested in the event of an individual being offered a position at the Club.

- Xtra time and 1<sup>st</sup> Touch Coaching uses the organisation **CAPITA online DBS**, to oversee the processing of Disclosure information and in conjunction with them we are committed to the following:
- Xtra time and 1<sup>st</sup> Touch Coaching will only appoint staff using having carefully considered the following evidence;



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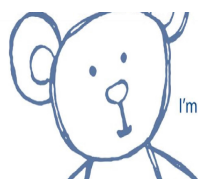
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1. DBS Disclosure
  2. References
  3. Full Employment History
  4. Qualifications
  5. Interview
  6. Identity Checks
- Disclosure information is kept in lockable, non-portable containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.
  - In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. It is a criminal offence to pass Disclosure information to anyone who is not entitled to receive it.
  - Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
  - Once a recruitment decision has been made, Disclosure information is not kept for any longer than is necessary. Information may be held for a period of 6 months, to allow for resolution of disputes or complaints. If it needs to be kept for longer, the DBS will be consulted.
  - Once the retention period has elapsed Disclosure information will be destroyed by a secure means, e.g. by shredding.

Xtra time **or 1<sup>st</sup> Touch Coaching** will not keep any photocopy or other image of a Disclosure, or any copy or representation of the contents of a Disclosure.

The records kept are:

- Date of issue of a Disclosure
- Type of Disclosure requested (Enhanced etc)
- Position for which the Disclosure was requested
- The unique reference number of the Disclosure
- Details of the recruitment decision taken
- New members of staff will be issued with a job description and a copy of the Club's policies and procedures. Staff will also undergo an induction process



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during the first month of their employment and be assigned a mentor to help them settle in.

- As part of the induction, the mentor will discuss and talk through everyday practices of the Club or session.

## **Appraisals and Supervisions**

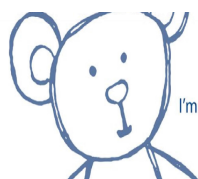
- Staff / Coaches supervisions will be held every 6/8 weeks.
- Staff will be questioned on any safeguarding issues and will discuss their performance and any training required.
- Appraisals are completed annually and the staff / Coaches are asked to complete and sign the Disclosure forms.

## **Standards of Behaviour**

- Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.
- No smoking, alcohol or drug use is allowed on the Club's premises.
- No bullying, swearing, harassment or victimisation will be tolerated on the Club's premises. This includes offensive behaviour such as sexist or racist language or harassment.
- All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

## **Confidentiality**

- Xtra time and 1<sup>st</sup> Touch Coaching will treat all safeguarding and child protection incidents in the greatest of confidence. Information will only be shared with staff and professionals who have a responsibility for caring and supporting the child.
- The designated person has the responsibility to refer child protection or safeguarding issues to relevant agencies and will share all information necessary to ensure that children are protected from harm.
- Members of staff must be aware that they are not permitted to keep or promise to keep secrets if the safety and welfare of children is at risk.



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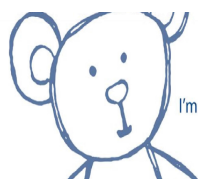


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- Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Manager.

## Training Opportunities

- The club will do all it can to support staff who are working towards improving their qualifications and training experience. All staff are encouraged to take up training opportunities to expand their professional development and ensure an up to date knowledge of childcare issues.
- It is the responsibility of the manager / Managing Director to identify and promote suitable training courses for staff and strongly encourage them to take advantage of these. Support will be given to help staff/Coaches to overcome any barriers to accessing such training.
- Staff / Coaches will be expected to attend training courses and update skills as and when requested by their manager. Staff will not suffer financially for any training that they are required to undertake.
- Specific training courses in Food Hygiene, Child Protection/Safeguarding children and Health and Safety are obligatory and staff members must always attend such courses when requested. It is the manager's responsibility to ensure that staff are kept up-to-date with recent legislation and are suitably enrolled on any courses that are necessary to fulfil the club's legal responsibilities.



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