## D.A.R.E SATURDAY &HOLIDAY PLAYSCHEME SAFER RECRUITMENT POLICY

**Our Mission Statement**

**DARE** Saturday and Holiday Playscheme will provide a caring supportive environment where all children and young people can achieve. We will promote high standards in all areas, through a creative, exciting activities and opportunities which meet the needs of all. We will guide and support children and young people to make good choices and to develop the skills will aid their wellbeing.

**Our Aims**

**We will** provide a range of exciting and challenging experiences which enable our children and young people to become effective and independent in their own way.

**We will** promote responsible citizenship, built on respect for ourselves and others, through active links with the local and wider community.

**We will** promote high standards of physical, emotional and mental health and well-being in our playscheme.

**We will** promote the social and cultural development of children and young people, through this promote fundamental British values.

**At DARE Saturday and Holiday Playscheme** we will;

* Promote equality of opportunity between children and young people and staff members
* Eliminate discrimination that is unlawful under the Act.
* Eliminate harassment towards everyone.
* Promote positive attitudes.
* Encourage participation in all activities
* Promote fundamental British values

**Model Safer Recruitment Policy for Schools and Settings**

1. **Introduction**
	1. This policy has been developed to embed safer recruitment practices and procedures throughout DARE Saturday and Holiday Playscheme and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in “Keeping Children Safe in Education (April 2015)”
	2. This policy is an essential element in creating and maintaining a safe and

 supportive environment for all pupils, staff and others within the playscheme

 and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

* attracting the best possible candidates/volunteers to vacancies
* deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
* identifying and rejecting those candidates/volunteers who are unsuitable to work

 with children and young people

* 1. **DARE Saturday and Holiday Playscheme** is committed to using procedures that deal

 effectively with those adults who fail to comply with the playscheme’s safeguarding and

 child protection procedures and practices.

1.4 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer for the local authority (LADO) within one working day of the allegation being made. A referral will be made if any member of staff (including volunteers) has:

* behaved in a way that has harmed a child, or may have harmed a child
* possibly committed a criminal offence against or related to a child
* behaved towards a child or children in a way that indicates he or she would pose a

 risk of harm if they work regularly or closely with children

* 1. As an employer we are under a duty to refer to the Disclosure and Barring Service

 (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a

 child and we may refer any concerns we have before the completion of this process.

**2. Employment Checks**

2.1 An offer of appointment will be conditional and all successful candidates will be

 required to:

* Provide proof of identity
* Complete an enhanced DBS application and receive satisfactory clearance
* Provide actual certificates of qualifications
* Provide proof of eligibility to live and work in the UK

2.2 All checks will be:

* Confirmed in writing
* Documented and retained on the personnel file
* Recorded on the Single Central Record
* Followed up if they are unsatisfactory or if there are any discrepancies in the

 information received.

2.3 Employment will commence subject to all checks and procedures being

 satisfactorily completed.

**3**. **Induction**

3.1 All staff and volunteers who are new to the playscheme will receive information about safeguarding policy and procedure and guidance on safe working practices which would include guidance on acceptable conduct/behaviour.

 These expectations will form part of new staff members’ induction training.

3.2 All successful candidates will undergo a period of induction and will:

* Meet regularly with their line manager
* Attend appropriate training including generalist child protection training

**Signed …………………………………………………..**

**Dated …………………………………………………….**