

Young Engineers After-School Club

Safe Recruitment Policy

Young Engineers After-School Club is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers, and contractors to share this commitment.

We recognise that safe recruitment is a vital part of safeguarding and aim to ensure that all individuals working with children are suitable, qualified, and safe to do so.

This policy is written in accordance with:

- Keeping Children Safe in Education (KCSIE)
 - Working Together to Safeguard Children
 - The Statutory Framework for the Early Years Foundation Stage (EYFS)
 - The Safeguarding Vulnerable Groups Act 2006
 - The Rehabilitation of Offenders Act 1974
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Responsibilities

Registered Person

The registered person holds overall responsibility for ensuring safe recruitment practices are followed and that:

- Recruitment procedures are robust and compliant with legislation
- At least one person involved in recruitment has completed safer recruitment training
- All staff are appropriately vetted before starting work

Manager

The manager is responsible for:

- Implementing safe recruitment procedures in day-to-day practice
 - Ensuring all required checks are completed before employment begins
 - Maintaining accurate recruitment records
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Recruitment Process

Young Engineers After-School Club follows a structured recruitment process:

Advertising

- All job adverts clearly state our commitment to safeguarding
- Job descriptions and person specifications outline safeguarding responsibilities

Application Process

- All applicants must complete an application form (CVs alone are not accepted)
- Employment history must be complete, with explanations for any gaps

Shortlisting

- Candidates are shortlisted against the person specification
- Any inconsistencies or gaps are identified for discussion at interview

Interview

- Interviews are conducted face-to-face where possible
 - Safeguarding questions are included
 - Candidates' attitudes towards children and safeguarding are assessed
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Pre-Employment Checks

All successful candidates must undergo the following checks before starting work:

- Enhanced DBS check with barred list check
- Identity verification (passport, driving licence, etc.)
- Right to work in the UK check
- Two references, including one from the most recent employer
- Verification of qualifications (where applicable)
- Employment history check

Where appropriate, we will also:

- Carry out online searches in line with safeguarding guidance
- Check prohibition from teaching (if applicable)

No member of staff will have unsupervised access to children until all checks are complete.

Induction

All new staff will receive a full induction, including:

- Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Staff code of conduct

- Clear expectations of behaviour and safeguarding responsibilities

Staff must confirm they have read and understood these policies.

Ongoing Suitability

Young Engineers After-School Club ensures that all staff remain suitable to work with children by:

- Providing regular safeguarding training
 - Supervising and monitoring staff conduct
 - Encouraging staff to disclose any relevant changes in circumstances
 - Taking appropriate action if concerns arise
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Volunteers and Students

Volunteers and students are subject to appropriate checks depending on their role, including:

- DBS checks where required
 - Supervision at all times if checks are not complete
 - Clear guidance on expectations and safeguarding
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Safer Working Practice

All staff are expected to:

- Maintain professional boundaries
 - Follow safeguarding procedures at all times
 - Report any concerns about colleagues immediately
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Record Keeping

We maintain a **Single Central Record (SCR)** of all recruitment checks, including:

- DBS clearance
- Identity checks
- References
- Qualifications

All records are stored securely in line with our Data Protection Policy.

Review

This policy will be reviewed annually or sooner if legislation changes.

Review

This Safe Recruitment Policy is reviewed annually, or sooner if legislation changes or following a significant incident.

This policy was adopted by: Young Engineers Rugby and Daventry	Date: 05/05/2026
To be reviewed: May 2027	Signed: Daniela Pop

Written in accordance with: *UK General Data Protection Regulation (UK GDPR) & Data Protection Act 2018.*