



# Kool4Kids Safer Recruitment Policy

**Last Reviewed:** 25/03/2026

**Next Review Due:** 24/03/2027

**Designated Safeguarding Lead (DSL):** Amanda Chapman

**Deputy DSL:** Victoria Ager

**Director:** Louise Ousley

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## 1. Purpose

Kool4Kids is committed to safeguarding and promoting the welfare of children and young people. We recognise that safer recruitment is essential to creating a safe environment and preventing unsuitable people from working with children.

We will ensure that all staff, volunteers, and anyone working on behalf of Kool4Kids are suitable to do so.

This policy applies to:

- Staff
  - Volunteers
  - Students
  - Contractors
  - Visitors working with children
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## 2. Legal Framework

This policy is based on:

- Keeping Children Safe in Education 2025
- Working Together to Safeguard Children 2023
- Children Act 1989 / 2004
- Childcare Act 2006
- EYFS Statutory Framework 2024
- Safeguarding Vulnerable Groups Act 2006



- Data Protection Act 2018 / UK GDPR
- Local Safeguarding Children Partnership procedures

Kool4Kids will follow safer recruitment guidance at all times.

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### **3. Principles of Safer Recruitment**

We will:

- Deter unsuitable applicants
- Identify and reject unsafe candidates
- Check identity and qualifications
- Carry out DBS and barred list checks
- Verify employment history
- Obtain references
- Maintain a culture of vigilance
- Keep accurate records

Safeguarding is everyone's responsibility.

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### **4. Recruitment Process**

#### **4.1 Application Form**

All applicants must complete a full application form including:

- Full employment history
- Explanation of gaps
- Qualifications
- Disclosure of convictions
- Details of previous work with children

CVs alone will not be accepted.

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#### **4.2 Shortlisting**



Shortlisting will:

- Check employment history
- Identify gaps
- Consider safeguarding suitability
- Confirm essential qualifications

Any concerns will be explored at the interview.

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### **4.3 Interviews**

All shortlisted candidates will attend an interview.

Interviews will:

- Be conducted by at least two people where possible
- Include safeguarding questions
- Explore motivation to work with children
- Check understanding of professional boundaries
- Assess behaviour and attitudes

Identity documents must be shown at the interview.

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## **5. Pre-Employment Checks**

Before any appointment is confirmed, the following must be completed:

- Identity check
- Right to work check
- Enhanced DBS with barred list check
- Two references
- Qualification check
- Employment history check
- Prohibition / disqualification checks (where required)
- Overseas checks (if applicable)
- Medical fitness declaration

No one will start work without checks unless a risk assessment is completed.



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## 6. DBS Checks

All staff and regular volunteers must have:

- Enhanced DBS check
- Barred List check

If DBS information is returned:

- A risk assessment will be completed
- Advice may be taken from the Local Authority or Ofsted
- A decision will be recorded

Staff must inform Kool4Kids of any new convictions.

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## 7. Disqualification and Suitability

Kool4Kids will not employ anyone who is:

- Barred from working with children
- Disqualified under childcare regulations
- Unsuitable to work with children

Staff must declare if they:

- Become disqualified
- Live with a disqualified person (if applicable)
- Are investigated for an offence

Ofsted will be informed where required.

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## 8. References

At least two references will be obtained.

References must:



- Be from a recent employer
- Confirm suitability to work with children
- Be checked before appointment where possible

References will be verified.

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## 9. Single Central Record

Kool4Kids will keep a record of all recruitment checks.

This will include:

- DBS number and date
- Identity check
- Right to work
- References
- Qualifications
- Training
- Safeguarding training

Records will be kept securely.

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## 10. Induction

All new staff must complete induction before working unsupervised.

Induction includes:

- Safeguarding Policy
- Code of Conduct
- Behaviour Policy
- Whistleblowing Policy
- Health & Safety
- Online Safety
- Emergency procedures

Staff must sign to confirm understanding.



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## 11. Training

All staff must complete:

- Safeguarding training
- Prevent training
- Online safety training
- First Aid (if required)
- Ongoing refresher training

Training will be recorded.

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## 12. Probation and Supervision

New staff will have a probation period.

During this time:

- Work will be supervised
- Conduct will be reviewed
- Safeguarding understanding checked

Concerns will be addressed immediately.

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## 13. Contractors, Visitors and Volunteers

All adults working with children must be checked.

Where DBS is not held:

- They must be supervised at all times

Visitors must:

- Sign in
- Follow safeguarding rules



- Not use phones or cameras
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## 14. Allegations and Low-Level Concerns

All concerns about staff must be reported.

This includes:

- Allegations
- Poor practice
- Boundary issues
- Low-level concerns

The DSL / Director will decide action.

The LADO may be contacted.

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## 15. Ongoing Safeguarding Culture

Kool4Kids promotes a culture where:

- Concerns are reported
- Staff are supported
- Safeguarding is discussed regularly
- Training is updated
- Behaviour is monitored

Everyone shares responsibility.

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## 16. Responsibilities

The Director is responsible for safer recruitment.

The DSL ensures safeguarding checks are followed.

All staff must follow this policy.



Records will be kept securely.

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## 17. Linked Policies

- Safeguarding Policy
  - Staff Code of Conduct
  - Whistleblowing Policy
  - Behaviour Policy
  - Online Safety Policy
  - Health & Safety Policy
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## 18. Review

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