POLICY DOCUMENT

The Recharge Club™

Safer Recruitment Policy

Recruiting, Vetting and Inducting Everyone Who Works With Children at The Recharge Club™

Part of the Recruitment Starter Pack

Company Name:	NutriDive Ltd
Trading Name:	The Recharge Club™
Designated Safeguarding Lead:	Mrs Michaela Cmorej, Director
Deputy Designated Safeguarding Lead:	Mr Michal Cmorej, Deputy Director
Status:	Mandatory Policy — applicable to all recruitment of staff, bank staff, volunteers and students on placement
Version:	1st July 2026
Review Frequency:	Annually, and immediately following any recruitment-related concern or change in statutory guidance
Related Policy:	Read alongside the Child Protection and Safeguarding Policy

The Recharge Club™ is committed to safer recruitment at every stage, because the single most effective safeguard against harm to a child is ensuring that only suitable adults are ever given access to them. No individual has unsupervised access to children at The Recharge Club™ until every stage of this policy has been completed and satisfactorily verified.

1. Policy Statement

The Recharge Club™ is committed to safer recruitment practice at every stage, in recognition that the single most effective safeguard against harm to a child is ensuring that only suitable adults are ever given access to them. This commitment applies equally to the Director and Deputy Director, employed staff, bank staff, students on placement, and volunteers. No individual has unsupervised access to children until all stages of this policy have been completed and satisfactorily verified.

2. Purpose and Scope

This policy applies to the recruitment of every individual who may work with, or have access to, children at The Recharge Club™, including the Director and Deputy Director, employed staff, bank staff engaged on a zero-hours basis, students on placement, volunteers, and any agency staff or contractors. It is read alongside the Child Protection and Safeguarding Policy.

This policy governs the whole of our Recruitment Starter Pack, and is put into practice through the following documents: the Job Description and Person Specification; the Application Form; the Equal Opportunities Monitoring Form; the Shortlisting Matrix and Scoring Sheet; the Interview Questions and Scoring Record; the Confidential Reference Request; the Conditional Offer Letter; the Single Central Record; the Induction Checklist; and, for those who join in those capacities, the Volunteer Agreement and the Student Placement Agreement. Applicant information is handled in line with the Recruitment Privacy Notice.

3. Legal and Regulatory Framework

This policy has been written with regard to the following legislation and statutory guidance, as amended from time to time:

- The Children Act 1989 and 2004.
- The Safeguarding Vulnerable Groups Act 2006, and the role of the Disclosure and Barring Service.
- The Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, in respect of disqualification from working in childcare.
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, under which posts working with children are exempt from the usual rules on the disclosure of spent convictions.
- Keeping Children Safe in Education, applied as good practice to our setting.
- Working Together to Safeguard Children.
- The Equality Act 2010, in ensuring fair and non-discriminatory recruitment.
- The United Kingdom General Data Protection Regulation and the Data Protection Act 2018.
- Guidance issued by the Office for Standards in Education, Children's Services and Skills for providers on the Voluntary Childcare Register, including the requirement to maintain a single central record.

4. Recruitment Principles

- Every stage of recruitment is designed to test not only competence, but suitability to work with children and young people with special educational needs and disabilities.
- No assumption of suitability is ever made on the basis of a candidate being personally known to the Director or Deputy Director; the same process is followed for every individual, without exception.
- The same documents are used for every applicant. A curriculum vitae is never accepted in place of a completed Application Form, so that we can see a full history and explore any gap.
- A single central record is maintained of every recruitment and vetting check completed for every individual working with children, kept up to date and available for inspection.

5. Advertising and Application

- Job advertisements make clear that the role involves working with children and young people with special educational needs and disabilities, and that an enhanced check with the Disclosure and Barring Service, including the children's barred list, will be required.
- Every application is made on our Application Form and requires a full employment history, with any gap explained by the candidate in writing.
- Candidates self-declare any conviction, caution, reprimand, warning or pending investigation, in line with the exemption from the Rehabilitation of Offenders Act 1974 that applies to posts of this kind.
- The Equal Opportunities Monitoring Form is voluntary, anonymised, and separated from the application before shortlisting.

6. Shortlisting and Interview

- Shortlisting is carried out against the person specification and recorded on the Shortlisting Matrix, considering the candidate's experience, values, and any unexplained gap or inconsistency in their history.
- Every candidate attends a face-to-face interview, recorded on the Interview Questions and Scoring Record, covering safeguarding scenarios specific to children with special educational needs and disabilities, playwork values, and the Positive Behaviour Support approach.
- At least two people are involved in every interview wherever practicable, and at least one person involved in each recruitment decision has completed safer-recruitment training.

7. Verification of Identity, Qualifications, Right to Work and Fitness

- Photographic identification is checked and copied from original documents before an offer is confirmed.
- The candidate's right to work, or to undertake a placement, in the United Kingdom is verified in line with current Home Office guidance.
- Qualifications relevant to the role, such as a Level Three qualification in Playwork, Childcare, or an equivalent discipline, are verified with the awarding body or through sight of the original certificate.
- Any offer is made in writing on the Conditional Offer Letter and is conditional on all checks in this policy. After a conditional offer, a health declaration is requested to confirm fitness for the role and to identify any reasonable adjustment.

8. Enhanced Disclosure and Barring Service Checks

Every individual who will work with children, including the Director and Deputy Director, undergoes an enhanced check with the Disclosure and Barring Service, including a check of the children's barred list, before having any unsupervised access to children.

- The result of the check is reviewed personally by the Director before the individual begins working unsupervised with children.
- Where an individual is registered with the DBS Update Service and consents, we carry out an online status check, and we record the certificate number and date.
- Where an individual has lived or worked outside the United Kingdom, additional checks are made where appropriate, such as an overseas criminal-records check or a certificate of good conduct.
- Where a check discloses information, the Director considers its relevance to the role on an individual basis, through a fair and proportionate risk assessment, rather than applying a blanket rule.
- Checks are renewed at intervals in line with current guidance, and every member of staff completes an annual self-declaration confirming no change to their suitability since their last check.

9. References

- At least two references are obtained for every candidate before they begin working with children.
- At least one reference is from the candidate's current or most recent employer or placement, or, for a student, their course tutor. Where the candidate has worked with children, at least one reference is from that setting.
- References are sought directly from the referee on our Confidential Reference Request, never provided by the candidate, and are followed up by telephone wherever anything is unclear or raises a question.
- A character reference from a friend or family member is never accepted as one of the two required references.

10. Disqualification From Working in Childcare

Under the Childcare Act 2006 and the 2018 Regulations, an individual may be disqualified from working in, or being concerned with the management of, childcare because of their own conduct or circumstances. Every individual working at The Recharge Club™ completes a written self-declaration as part of the Application Form, confirming that they are not disqualified, and updates it if their circumstances change. It is a criminal offence knowingly to employ a disqualified person in a role to which the disqualification applies.

Disqualification "by association" was removed for non-domestic settings from September 2018 and now applies only where childcare is provided in domestic premises, such as childminding in the home. As The Recharge Club™ operates from non-domestic commercial premises, disqualification by association does not apply; the disqualification of the individual themselves does apply and is checked. This position is confirmed against current guidance at each review.

11. Single Central Record

The Recharge Club™ maintains a Single Central Record for every individual working with children. For each person it records the date and outcome of the enhanced Disclosure and Barring Service check and barred-list check, verification of identity and right to work, verification of qualifications, references obtained, the health declaration, the disqualification self-declaration, any overseas checks, and the date induction was completed. The record is kept up to date at all times and made available to the Office for Standards in Education, Children's Services and Skills on request.

12. Agency Staff and Contractors

Where we engage agency staff or contractors, we obtain written confirmation that the necessary checks, including an enhanced Disclosure and Barring Service check with the children's barred list, have been completed, and we verify identity on arrival. Any contractor who has not been checked is supervised at all times and is never left alone with children.

13. Starting Before All Checks Are Complete

No individual begins working with children until, as a minimum, identity, right to work, a barred-list check and references are satisfactory. In the rare event that a full enhanced certificate is still awaited, a written risk assessment is completed, and the individual is supervised at all times and never left alone with a child until the certificate has been received and reviewed.

14. Induction Before Unsupervised Contact

No individual has unsupervised contact with children until they have completed induction, which is recorded on the Induction Checklist and the Single Central Record. Induction covers, at a minimum, the Child Protection and Safeguarding Policy, the Behaviour Management Policy (Positive Behaviour Support), the Health and Safety Policy, and the specific needs of the children they will work with, as outlined in their Individual Support Plans.

15. Bank Staff, Volunteers and Students on Placement

Bank staff, volunteers and students are recruited to precisely the same standard as employed staff before being added to the pool or beginning a placement, including a full enhanced Disclosure and Barring Service check, verified references, and completed induction. Volunteers and students are engaged under the Volunteer Agreement or the Student Placement Agreement, never work unsupervised with children, and are never counted in the minimum staffing ratio. No bank worker, volunteer, or student is placed in a session without being briefed in advance on the specific children attending that day.

16. Recruitment of the Director and Deputy Director

The Recharge Club™ applies this policy in full to the Director and Deputy Director, notwithstanding their ownership of the business. Both hold a current enhanced check with the Disclosure and Barring Service, including a check of the children's barred list, and both complete a written self-declaration confirming that they are not disqualified from working in childcare. Each declaration is reviewed and verified independently by the other, so that no person reviews their own vetting.

17. Ongoing Suitability

- Every member of staff completes an annual self-declaration confirming no change to their suitability to work with children.
- Enhanced Disclosure and Barring Service checks are renewed at intervals in line with current guidance.
- Any change in circumstance that may affect an individual's suitability, whether disclosed by the individual or otherwise identified, is reported to the Director immediately and reviewed without delay, in line with the Managing Allegations and Low-Level Concerns procedure.

18. Record Keeping, Data Protection and Retention

Recruitment and vetting records are held securely and confidentially, accessible only to those who need them, and processed in line with the Recruitment Privacy Notice and the Data Protection Policy. Information from unsuccessful applicants is retained for six months and then securely destroyed, unless the applicant asks us to keep it on file. The vetting records of those who are engaged are retained for 6 years after their employment or engagement ends, or longer, as advised by safer-recruitment guidance.

19. Roles and Responsibilities

Director	Holds overall responsibility for safer recruitment, personally reviews every Disclosure and Barring Service result, and maintains the Single Central Record.
Deputy Director	Supports the recruitment process, verifies the Director's own vetting documentation, and deputises for the Director in reviewing checks where a conflict of interest would otherwise arise.

20. Training

Anyone involved in shortlisting or interviewing for The Recharge Club™ completes safer-recruitment training before doing so, covering how to identify and probe potential risk indicators during recruitment, and refreshes it at least every three years.

21. Monitoring, Review and Related Policies

This policy is reviewed at least annually, and immediately following any recruitment-related concern or change in statutory guidance. It is read alongside the following related policies and documents:

- Child Protection and Safeguarding Policy.
- Behaviour Management Policy (Positive Behaviour Support).
- Managing Allegations and Low-Level Concerns procedure.
- Whistleblowing Policy.
- Data Protection Policy and Recruitment Privacy Notice.
- The documents of the Recruitment Starter Pack, including the Single Central Record.

This policy has been approved by the Director of The Recharge Club™ and forms part of the organisation's statutory compliance framework.