

## Staff Recruitment and Vetting Policy

### Allstars Holiday Club

**Office Address:** 3 Crewe Road, Sandbach, CW11 4NE

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### 1. Policy Statement

Allstars Holiday Club is committed to safeguarding and promoting the welfare of children. We ensure that all recruitment and vetting procedures comply with the requirements of *Keeping Children Safe in Education (KCSIE)*, the *Safeguarding Vulnerable Groups Act 2006*, and the *Childcare Act 2006*. We recruit staff who are suitable to work with children and maintain rigorous pre-employment checks and monitoring processes.

### 2. Aims

- To ensure that all staff are appropriately qualified, experienced, and safe to work with children
- To prevent unsuitable individuals from working with children
- To ensure a fair, transparent, and consistent recruitment process
- To uphold our legal obligations as an Ofsted-registered childcare provider

### 3. Advertising and Applications

- All job adverts clearly state our commitment to safeguarding and that an enhanced DBS check is required
- Applicants are required to complete a detailed application form, including work history and declaration of criminal convictions
- CVs alone are not accepted in place of an application form

### 4. Shortlisting and Interviewing

- All candidates are shortlisted against objective criteria



- At least one person involved in the interview has completed Safer Recruitment Training
- Interviews assess the candidate's suitability for the role and their understanding of safeguarding
- Gaps in employment are explored during the interview

## 5. Pre-Employment Checks

Before any appointment is confirmed, the following checks are completed:

Enhanced DBS (Disclosure and Barring Service) check  
Barred List check (if applicable)  
Two satisfactory references (including most recent employer)  
Identity verification (photo ID and address)  
Right to work in the UK check  
Qualifications and training certificates (as required)  
Health declaration  
Disqualification by Association (where applicable)

**No individual is permitted to work unsupervised with children until all checks have been completed.**

## 6. Contractors and External Coaches

- Any visiting staff (e.g. coaches) must provide evidence of their own vetting
- They are supervised at all times unless Allstars has completed the full vetting process
- Safeguarding expectations are communicated clearly before delivery begins

## 7. Volunteers and Students

- Volunteers are subject to DBS checks and safeguarding briefings
- Supervision is maintained at all times
- Students on placement are supported and monitored, and not counted in staffing ratios unless fully vetted

## 8. Ongoing Monitoring and Record Keeping

- A Single Central Record (SCR) is maintained and updated regularly
- Staff complete safeguarding induction and refresher training
- Performance and conduct are monitored through probation and regular supervision

## 9. Review

This policy is reviewed annually and in response to changes in statutory guidance.

**Date of next review:** August 2026

**Policy lead:** Club Manager / DSL