

CHIPS Playscheme

Registered Charity No. 1189799

The Disclosure and Barring Service (DBS) Protocol and Staff Recruitment

This document sets out the committee's policy. It is essential that the Management Committee fully understands the principle and operation and accepts responsibility for its overall effectiveness.

1. Introduction

The CHIPS Committee must be alert to the possibility that any person they engage or employ (either paid or unpaid capacity) may pose a risk of harm to children. In accordance with the Children Act 2004 Section 11 and the guiding principles established by the Surrey Safeguarding Children Board (SSCB), the following guidelines must be complied with.

The Disclosure and Barring Service (DBS) helps employer's make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

These guidelines apply to all employees of CHIPS including volunteers and agency workers and relate to both job applicants and existing employees.

2. Staff Recruitment

Chips Playscheme is committed to robust recruitment procedures that safeguard children and offer equal opportunity. The procedures set out below will be followed when recruiting. Chips Playscheme selection panels are aware of, and trained in, safe recruitment practices.

Where necessary, vacant positions will be advertised. Job adverts will include a clear message about the Scheme's commitment to safeguarding and promoting the welfare of children.

Persons wishing to apply will be sent an application form, role description and any other relevant information.

Chips Playscheme application form includes:

- A declaration that all information is correct

- A section under the Rehabilitation of Offenders Act 1974 that asks if the applicant has been awaiting a verdict, convicted, cautioned or court martialled for any relevant offence
- Two referees (one of which must be the most recent employer if applicable That administrator reserve the right to contact the candidate's last employer, as indicated on the application form, even if they are not named as a referee

Chips Playscheme will select suitable candidates for interview. Candidates will be invited to attend interview and will be asked to bring along two forms of identification in compliance with 'Right to Work' legislation and any relevant qualification certificates, which will be photocopied. Referees will be contacted directly after the interview and will be asked if they have any child protection concerns about the candidate.

Chips Playscheme will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given. Chips Playscheme will undertake additional checks if necessary. Enhanced DBS checks will be carried out for all Playworkers and volunteers that will work directly and indirectly with children or have access to children's information. The first DBS check will be paid for by the playscheme, if a Playworker fails to register with the DBS Update Service in the set time or their subscription expires they will be required to pay for a new DBS check. Playworkers will be required to register to the DBS Update Service annually at a cost of £13 per year to the Playworker, to ensure the continued safety of the children in our setting. In accordance with the Childcare Act 2006 Playworkers will need to sign documentation with regard to 'Disqualification by Association' confirming that to the best of their knowledge they or any person living or working in their household are not disqualified from working with children. A Playworkers DBS status will be checked prior to the start of every Playscheme.

The Playscheme Co-ordinator will ensure that no newly appointed worker is permitted to work unsupervised with children unless their Enhanced DBS Disclosure has come back and it is clear. If a Playworker is awaiting an outcome from the DBS check and have decided to offer work to the Playworker subject to the outcome of the DBS check, a risk assessment will be completed.

Chips Playscheme will not hire Playworkers or volunteers who have been convicted of an offence or have been subject to an Order that disqualifies them from registration under regulations made under schedule 9A of the Children Act 1989.

Chips Playscheme is aware of Asylum and Immigration Act requirements and therefore will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually driving

licences, passport, and NI number.

3. Identity Checks

All job applicants are required to provide proof of their eligibility to work in the UK, such as a passport or document showing their national insurance number. This documentation should also be used as an identity check that the applicant is who they say they are.

Qualifications

Where a particular qualification is required for a job, applicants should be asked to bring original certificates of such qualifications for the post with them to interview for checking and copying.

Where membership of a professional organisation is required for the post the membership/registration number should be recorded and evidence of current registration seen.

References

Internal references should be obtained in respect of internal candidates for posts involving direct contact with children and young people.

External references should be obtained in writing, one of which must always be from the applicant's current or most recent employer. In the case of school or college leavers a reference from the school or college may be provided instead.

Where the references are taken verbally e.g., over the telephone, written confirmation must also be obtained.

4. Carrying out Disclosure Checks

Chips Playscheme require all staff to hold an Enhanced DBS Certificate (previously an Enhanced CRB Certificate). An enhanced certificate involves an extra level of check with local police force records in addition to checks with the Police National Computer and the government department lists held by the Department for Children, Schools and Families and Department of Health, where appropriate.

Existing staff must give express permission for a DBS check to be carried out. Where staff are in a post that has been identified as requiring a DBS check or in a post that has been reviewed indicating that a check is necessary, the Management Committee will write to them seeking their permission to undertake the check and issue the necessary forms.

When recruiting Playworkers, applicants will be asked to state any convictions on their application form. Those invited to attend an interview will be advised that relevant criminal convictions will be discussed in order to assess job related risks. When Playworkers are offered a position at Chips Playscheme, subject to satisfactory references, they will be asked to complete a DBS form and bring the relevant ID with them to be verified by the administrator for Chips playscheme. Prior to their first shift, Playworkers will be expected to provide a valid DBS certificate. Chips Playscheme will pay for a Playworkers first DBS certificate. If the first or subsequent DBS certificates reveal any convictions the Playworker will be invited to attend a meeting to discuss the offence. Having a criminal record will not necessarily bar applicants from working at the playscheme. This will be dependent on the nature, circumstances and background of the offence, and the time since the conviction occurred. However, failure to reveal information directly relevant to the position could lead to a withdrawal of any offer for that position. Chips Playscheme has a legal obligation not to utilise any individual in a childcare role who has been legally barred from working with children.

Management Committee will offer advice in all instances.
Management Committee will write to staff to inform them where appropriate.

5. Recording and Sharing of Information

On receipt of a completed DBS disclosure being received by the CHIPS administrator, the applicants full name, job title/position, DBS disclosure reference number and date of issue will be recorded. All supporting evidence will be destroyed by secure means (shredding, pulping or burning) immediately after this information had been recorded.

- The disclosure information will not be shared with other employees or anyone else not entitled to receive DBS information.
- The disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's explicit consent has been given.

6. Renewal of CRB Disclosure

All Playworkers will be required to register with the DBS Update Service at a cost of £13 to themselves. The DBS Update Service is a service that allows applicants keep their DBS certificate up to date online; it also allows employers to check a certificate online to ensure there has been no changes to a Playworkers DBS status. This will allow Playworkers to take responsibility for keeping their criminal record certificate up to date and transfer it from role to role. Chips Playscheme, with the individual's consent, will carry out online checks prior to each Playworker being offered work on a particular scheme. The administrator will be checking that the criminal records check is up to date, and that no new information has been recorded since the individual has last been checked. If a Playworker has failed to maintain their registration with the DBS (and the administrator cannot ascertain their current status via the update service) the system will highlight that a new DBS check is required, whereby the onus will be on the Playworker to pay for and complete this.

It is the responsibility of the employee/ volunteer/ committee member, to declare any new or current convictions whilst they are working with Chips and co-operate with regular DBS checks. Please note that this is only for post holders whose jobs require DBS checks. (Please note we would still expect **all** employees to declare relevant convictions whether or not their post requires a DBS check i.e., a driver who has a driving ban).

7. Training

All staff, volunteers and Management Committee will be offered training on an annual basis through the CHIPS training schedule using our online portal Noodle Now. This training online portal offers a range of training opportunities for staff including up to date Safeguarding Training. Once Chips staff have completed the training required, they will be allowed to access other training opportunities from Noodle now to build on their own CPD.

This will normally take place during the summer, prior to the summer schemes.

8. Staff Induction and Development

Each year all staff will receive a staff handbook which outlines key information they will need to know. A copy of all of the Scheme's policies and procedures are on site and key policies are given to staff to read.. At the start of each scheme the co-ordinator will discuss the practical implications of the Scheme's policies and procedures with them. All staff members will sign the **Policy Confirmation Slip** to confirm that they have read and understood the Scheme's policies.

All staff each year will receive induction training which will be delivered via a staff induction evening

- Introduction to their colleagues, children and parents or carers
- Thorough briefing on our Safeguarding, Equalities and Data Protection policies and procedures.
- Overview of all aspects of the day-to-day management and running of the scheme and also information regarding sickness absence, staffing rota, etc.

First day on site at Chips playscheme staff will have a :

- Tour of the premises including: identification of all fire exits, location of first aid kit and fire safety equipment, and information about the emergency evacuation procedures; outside play areas, fire assembly points, collection points at the school, route from the school to the Club etc, and identification of any known hazards
- Location of Club records and documentation, storage, toilets etc
- Update and relevant information regarding children's individual needs.

Staff meetings

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. Staff meetings are held twice a day once in the morning before the start of the day and once in the evening at the end of the day. All information is recorded and shared with other staff if appropriate the next day.

- Chips playscheme offers an open door policy with staff if they are concerned or worried about any aspect of their role or another member of

the team, a work related issue, meeting children's individual needs or if they need to share a personal/health concern.