

## Introduction:

Ultimate Activity Camps understands its responsibility regarding the suitability of staff and takes the recruitment, selection and training of staff very seriously, ensuring that all staff are suitably qualified to carry out the roles required of them. We make every effort to check as thoroughly as possible all applicants before offering them a position with us.

## Early Years Managers (Appointed Managers)

Under section 3 of the revised EYFS Statutory Framework, Ultimate Activity Camps recognise their responsibility for selecting suitably qualified and experienced managers. The following procedure is in place for the selection of appointed managers:

### 1. Application

Applicants must complete a specific online application form detailing qualifications, relevant employment, experience in childcare settings and information about themselves. At this point the following information is requested from the applicant:

- Any illness or medical affliction that would affect the applicant's ability to care for children. (Including any current prescription medication.)
- Previous DBS (CRB) checks carried out, and if so details of the disclosure date and number.
- Any previous convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children
- Details of 2 professional referees, one of which is current/most recent employer.

### 2. Selection

If an applicant meets the required qualifications and experience and there is potentially a position for them at Ultimate Activity Camps, we will arrange an interview with the candidate. Interviews will take place with a member of the Senior Management team, who has received appropriate training in **DfE Safer Recruitment**.

**References** will be taken up for these applicants confirming:

- Employment Dates
- Roles and responsibility
- Suitability of the applicant to fulfil the role set out in the job description.
- Confirmation that in their opinion, the candidate is suitable to work in an Early Years Setting
- Any previous warnings or disciplinary action against the applicant.

### 3. Verification

The candidate will be required to begin a new DBS (CRB) check through Ultimate Activity Camps, and identification documents will be verified by us. Copies of relevant childcare qualification certificates will be taken for records. In line with section 3.21 of the EYFS statutory Framework we verify that the manager:

- holds at least a full and relevant level 3 qualification
- should have at least two years' experience of working in an early years setting, or have at least two years' other suitable experience.

### 4. Health and Fitness

All managers have to complete an **EY Manager Health Questionnaire** regarding their past medical history, and current medical condition. They also must disclose any medication they are currently prescribed or are taking, and declare whether they smoke, and how many units of alcohol they consume per week. They disclose their GP's details so that if necessary and with permission we can contact their GP for clarification on any aspect.

## 5. Training

All managers are required to attend our staff training course, which as well as everything to do with our activity programme, includes all essential emergency procedures, safeguarding training, health and safety and risk assessment training and our equal opportunities policy. During this training managers are expected to demonstrate a thorough understanding of the EYFS and how it can be put into practice at our camps.

This rigorous recruitment and selection process ensures that before offering employment we ensure that our appointed manager candidates are suitably qualified, experienced, fit and healthy and knowledgeable of the EYFS in order to successfully fulfil the requirements of them.

Through a thorough programme of training, ongoing support, and appraisal do we ensure our staff are able to successfully deliver the EYFS.

## Recruitment Procedure (all staff):

### 1. Application

Applicants must complete a specific online application form detailing qualifications, relevant employment, experience in childcare settings and information about themselves. At this point the following information is requested from the applicant:

- Any illness or medical affliction that would affect the applicant's ability to care for children. (Including any current prescription medication.)
- Previous DBS (CRB) checks carried out, and if so details of the disclosure date and number.
- Any previous convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children
- Details of 2 professional referees, one of which is current/most recent employer.

### 2. Selection

If an applicant meets the required qualifications and experience and there is potentially a position for them at Ultimate Activity Camps, we will invite the candidate to our interview and assessment day. This occurs for ALL positions, not just for the managerial roles. Interviews will take place with a member of the Senior Management team, who has received appropriate training in ***DfE Safer Recruitment***.

References will be taken up for these applicants confirming:

- Employment Dates
- Roles and responsibility
- Suitability of the applicant to fulfil the role set out in the job description.
- Confirmation that in their opinion, the candidate is suitable to work in an Early Years Setting
- Any previous warnings or disciplinary action against the applicant

Subject to a satisfactory interview, the result of an Enhanced DBS (CRB) disclosure and ISA barred list check, and the return of satisfactory references Ultimate Activity Camps may offer a position to the applicant.

## DBS (CRB) Clearance of Staff

Ultimate Activity Camps will make every effort to clear all staff prior to the start of camp (Enhanced DBS (CRB) form). The clearance process will begin as soon as a member of staff is appointed to ensure as far as possible all clearances are received before the start of camp. However due to late application or delays in the process it may be the case that employees contracts may begin before the form has been received. If this is the case, we will accept a DBS or CRB clearance from an old employer, if it is less than 12 months old and we have received appropriate references from that employer. If this is not the case an employee may not be able to begin their work until their clearance has been received. In some circumstances and if the size of the camp allows, this member of staff may be able to assist on camp but will never be allowed unsupervised access to children and act as an assistant to another member of staff. The Camp Manager and all staff will be informed and appropriate arrangements will be made if this is the case. This member of staff will not receive a "DBS Clear" staff ID badge.

# RECRUITMENT AND SELECTION POLICY

## Returning Staff

All returning staff will be required to complete a new Enhanced DBS (CRB) disclosure on an annual basis and we will make every effort to ensure a new clearance is received within 12 months of the previous one. To allow for delays in receiving identification from our temporary staff, we will allow up to 14 months before we consider a clearance to be expired and that staff member to be uncleared. In this circumstance the staff member will be treated as a new, uncleared member of staff (as above).