



Recruitment and Selection Policy

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 in line with *The Early Years Statutory Framework, Keeping Children Safe in Education 2023* and *The Common Core of Skills and knowledge for the Children’s Workforce*. We make every effort to check as thoroughly as possible all applicants before offering them a position with us.

Recruitment & Selection Process: All Staff

Under Section 3 of the *Early Years Foundation Stage Statutory Framework (2024)*, Ultimate Activity Camps recognise their responsibility for selecting suitably qualified and experienced managers. The following procedure is in place for the selection of camp staff:

1. Application

Applicants must complete a specific online application form detailing qualifications, employment history, experience in childcare settings and information about themselves. Candidates are invited to provide explanations for any employment gaps. Candidates are asked to declare that they have read and understood the following safeguarding statement:

“The Ultimate Activity Company is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. All appointments are subject to relevant checks in line with Safer Recruitment guidelines, including, but not limited to, DBS Disclosure checks, identity checks, internet search, employment history and reference checks, and international criminal record checks where required.

Please be aware that it is unlawful for Ultimate to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

As this position is exempt from the Rehabilitation of Offenders Act 1974, shortlisted candidates will be required to declare criminal convictions and/or cautions that are not ‘protected’ under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.”

2. Selection

Applications are screened by two members of the Head Office recruitment and operations team who have been trained in safer recruitment. If an applicant meets the required qualifications and

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experience, and there is potentially a position for them at Ultimate Activity Camps, they will be invited to an interview, prior to which an open web search of the applicant will be carried out. Results of the search will be discussed at interview where required and consideration will be given before any appointment decisions are made.

Prior to interview, shortlisted candidates will be asked to declare their suitability to work with children by detailing:

- Any illness, medical affliction, or disability that would affect the applicant’s ability to care for children.
- Any previous convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children.
- Any ongoing criminal investigations or pending prosecutions by the police in any country which may have a bearing on their suitability.
- Whether they are known to any Children’s Services department and/or the police as being a risk or potential risk to children.
- Whether they are subject to any sanctions relating to working with children in any country outside the UK.
- Whether they are disqualified from providing childcare under Childcare Act 2006 (DUCA, 2006).
- Any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about behaviour towards children in any country.
- Any current fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on suitability.

Interviews will take place with a member of the Head Office recruitment team, who has received appropriate training in ***DfE Safer Recruitment***.

All appointments are subject to suitable **References** which will be taken up **confirming**^[LH1]:

- 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

Successful interviewees will then have their identification, qualifications and right to work verified by our recruitment team. Copies of relevant qualification certificate will be stored for records. Right

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to Work documents are checked via a secure, Government approved third party IDSP provider, or in person by a trained member of staff. If necessary, the candidate will be required to begin a new DBS check through Ultimate Activity Camps (see *DBS clearance of Staff* below), and identification documents will be verified via IDSP. [LH2]

4. Health and Fitness

All staff must declare their fitness to work with further details provided via **Health Questionnaire** regarding their past medical history, and current medical condition. They disclose their GP's details so that if necessary and with permission we can contact their GP for clarification on any aspect.

5. Contract

Contracts are offered to staff subject to the relevant vetting requirements being met and required training being completed. This contract sets out all of the terms and conditions of their employment. Staff confirm that they must inform us of any change in their circumstances that would make them unsuitable to work with children and young people.

6. Assessment and Training

Staff are required to complete our three-step staff training programme:

1. **Online Competency Assessment** - modules covering Health and Safety, Safeguarding and Policies and Procedures. Each module has an online test which staff must pass to show understanding and competency, failure to complete and pass these test results in the withdrawal of the offer of work. Safeguarding assessment is completed annually, and Health & Safety Modules are completed every 2 years.
2. **Training and Assessment Weekend** – Managers are required to attend a 2-day training weekend where they are trained in all aspects of running a camp, activity delivery, and child welfare. 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 as well as being assessed for understanding throughout the weekend. Failure to perform at the weekend can result in a withdrawal of an offer of work. All other staff are required to attend a minimum 1 day training where they are trained in all aspects of running a camp, activity delivery, and child welfare. Staff are assessed over the training day, and failure to perform at the weekend can result in a withdrawal of an offer of work.
3. **Camp Induction** [LH3] – Staff complete an on site induction prior to beginning on camp, preparing the camp, receiving training in the specific procedures for the site (such as fire evacuation, security etc.), risk assessing the camp and familiarising themselves with the premises.

This rigorous recruitment and selection process ensures that before offering employment we ensure that staff, including our appointed manager are suitably qualified, experienced, fit, and healthy and knowledgeable in order to successfully fulfil the requirements of them. Then, through a thorough programme of training, ongoing support, and appraisal do we ensure our staff are able to successfully deliver the EYFS or other relevant activities.

DBS Clearance of Staff

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Ultimate Activity Camps seek to clear all staff prior to the start of camp (Enhanced DBS). 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. Ultimate Activity Camps would accept a DBS clearance on the Update Service provided it is relevant and we can verify the original document. 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 clearance from an old employer, if it is less than 12 months old, we have received appropriate references from that employer and we are able to obtain an updated Children's Barred List check prior to employment commencing. An employee may not be able to begin their work until their DBS clearance has been received. In some circumstances, when no other suitable staff member is available and if the size of the camp allows, this member of staff may be able to assist on camp in a supervised capacity prior to their DBS clearance being obtained. They will never be allowed unsupervised access to children and must therefore act as an assistant to another member of staff. The Camp Manager and all staff will be informed, and an appropriate risk assessment and arrangements will be made. This member of staff will not receive a "DBS Clear" staff ID badge.

Returning Staff

All returning staff will be required to complete a new Enhanced DBS disclosure on a two-yearly basis and we will make every effort to ensure a new clearance is received within 24 months of the previous one. To allow for delays in receiving identification from our temporary staff, we will allow up to 26 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).

Staff who intend on working for more than one season at Ultimate Activity must reapply for each new season, we do not offer contracts for more than one season. When applying to work for future seasons staff must confirm their suitability as detailed for new staff above. Internet searches are completed annually. If we are accepting a current/existing DBS for them, an updated reference is required from their current employer to confirm ongoing suitability. If an updated reference cannot be obtained for the staff member for their scheduled start date an updated Children's Barred List check will be obtained and an additional reference from a person of standing will be required. This barred check will only be an acceptable substitute for an updated reference if the latest reference was obtained within the same calendar year AND the period since the member of staff last worked is not more than 4 months.

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