



## Safe Recruitment Policy

**Oxford Active** is committed to the welfare of all children using its services. The following procedures are in place for the recruitment of staff to ensure all staff coming into contact with children are fully checked and are deemed suitable.

Staff are recruited using the following procedures:

- Completion of a Job Application form
- Candidates take part in a face to face interview
- Candidates will be required to complete a trial session at the setting before the post is formally offered
- Staff must have an enhanced DBS disclosure. This normally has to be in place before starting work. It may be possible for staff to start work whilst waiting for a DBS check to come through – if this is the case the member of staff will be supervised and not be left alone with children at any time.  
In certain circumstances, it may be possible to accept an existing DBS disclosure. Following Ofsted guidelines, these circumstances would be:
  1. The level of the existing DBS check is the same level needed by Oxford Active/Oxford Spires
  2. The DBS check is less than 12 months old
  3. The existing DBS check is for a similar post
  4. There are no unexplained gaps in a person's employment – a DBS check will not be used if there has been a break of more than three months in service
  5. The person's identity has been checked to ensure it matches the DBS check
  6. The existing check has been done with an organisation known to Oxford Active which demonstrates safe recruitment procedures and who is able to confirm the status of the DBS is still correct to their knowledge.
  7. Oxford Active/Oxford Spires will ask to see the original DBS check.
- In line with the DBS code of practice, we do not retain the DBS disclosure itself but will keep a record of its number and issue date. Only staff members themselves will keep a copy of their own DBS disclosure.
- In line with Ofsted's guidelines, it is our policy not to routinely repeat DBS checks unless there is a break in employment or we are given information that suggests a person may no longer be suitable to look after children. However we do currently aim to ensure each member of staff has a DBS disclosure no more than three years old.
- Wherever possible, Oxford Active will use the new DBS on-line updating service to check the status of staff's DBS checks and we encourage all new staff to subscribe to this.
- All staff are required to sign an Staff Suitability declaration annually
- All appointments of staff are subject to the receipt of satisfactory references – we request these in writing from two referees
- Confirmation of all posts is subject to a satisfactory 6 month probation period