




Safe Recruitment Policy

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Recruitment is carried out with the following organisations and links:

- o Universities
- o Colleges
- o Local/National Press
- o Recruitment Agencies
- o Word of Mouth/Recommendation
- o Schools
- o Parents

We have the following procedures in place in relation to recruitment:

1. Telephone screening
2. 1st Interview
3. 2nd interview
4. 2 References Checks
5. DBS check
6. Disqualification forms
7. Qualifications checked via registered body (where applicable) and original certificates copied and filed
8. Trial day
9. Staff feedback

STAFF

PEAK staff are generally young adults (between 18-35yrs). The majority of instructors have studied or have a related degree in fields such as Sport Science, Early Childhood Education, PGCE, QTS, Recreational Management, Physical Education and or/related experience working with children. Each member of the PEAK Team has been thoroughly screened, staff are required to pass Police screening for working with children (DBS certified) and the majority are First Aid qualified. All instructors undergo on-going training in the PEAK philosophy and standards, through our Site Management Program including accredited training recognised through the Register of Exercise Professionals, activity plans and business models.

Staff are allocated programmes independently once the criteria for each range have been met, coaching techniques and policies are monitored to ensure that children in our care receive the highest quality of programming.

Overview of staff responsibilities and requirements:

- Staff employed by PEAK have a wide range of experience working with children.
- PEAK staff encourage the children to do their best and participate in a variety of sports and play activities.
- Staff share their knowledge, skills and expertise with colleagues in a collaborative way which benefits all of the children.
- A structured staff responsibility ensures that all activities, organisational and managerial responsibilities are shared. This provides the activities with a well-balanced, efficient system that reflects and supports the needs of the children who are enrolled in PEAK Services.
- All staff are employed on an equal opportunity basis.
- In service, training and courses are available to all staff.

Our experienced staff are on hand to provide fun, games and structured classes geared to promoting active learning, catering for all individual needs. Multicultural awareness, physical, intellectual, emotional and social developments are some of the areas included in the fun and games for all

children, from 3yrs upwards.

Individual staff personnel forms are completed by all staff on site and are kept within the site file. Each staff personnel form will include the following information:

- Full Name
- Designation
- Position
- DOB
- Contact Number
- Email Address
- Emergency Contact Details
- Medical History/ conditions
- Qualifications and Experience
- First Aid training
- References received
- CRB/DBS Number, Date of issue and Renewal date
- Permission and declaration

DBS CHECKS

It is PEAK company policy to ensure that all staff have a completed enhanced DBS check. Whilst DBS checks are in process PEAK Staff will be made to feel part of the team and participate fully in all aspects of the service but must not:

- Be left unsupervised whilst caring for children
- Administer medication
- Administer first aid treatment
- Carry out toilet duties

There may be occasions where a member of staff may work without a PEAK DBS however there is strict guidance which must be followed in our No PEAK DBS Policy.

STAFF RESPONSIBILITIES

All staff have a clear understanding of their roles and responsibilities, as each staff member will receive:

- Training Manual
- Job Descriptions
- Training (in- house and external)
- Induction Meeting at sites
- Regular spot- checks on site from Operations/ Training Team
- Regular staff meetings to offer continued professional development
- Every employee shall, in accordance with the requirements of health and safety law observe any instruction or requirement designed for his/her protection or that of others.
- Section 7 and 8 of the Health and Safety at Work etc, Act 1974 places a duty on employees to take all reasonable care for the health and safety of themselves and other persons and to co-operate with others so as to enable them to carry out their own responsibilities successfully. It is also the duty of every employee to act responsibly to do everything possible to prevent injury to him/her and to others.

REFERENCES

All employment is subject to the receipt of satisfactory references. References are sought with employee permission upon engagement.

All employees have the right to see the references that we receive.

References are treated confidentially and only printed paper copies are retained. These are stored in a locked filing cabinet. References are not added to documents on BrightHR for the reasons of confidentiality. For the same reason PEAK will not share references with third-parties.

PEAK reserve the right to end somebody's employment immediately within the probation period if we fail to receive references or receive unsatisfactory references.

INDUCTION

PEAK recognise that children's safety is paramount and any new member of staff will not be permitted to start work for PEAK until they have taken and passed the following courses as part of their induction:

1. L2 Safeguarding Young People
2. L2 Child Protection
3. L2 Health & Safety in Education
4. L2 First Aid
5. L2 Equality and Diversity
6. L2 SEND Code of Practice
7. L2 Prevent Duty
8. L2 E-safety
9. L2 Fire Safety in Education

In particular, staff should:

- Adopt safe working practices and follow safe working procedures at all times and ensure, as far as possible, that others do so too.
- Inform their supervisors and/or manager of any hazardous or potentially hazardous situations which may reasonably be considered to represent a serious and immediate danger to health and safety.
- Report as soon as practicable any accident or dangerous occurrence that happens during work that effects their or others health and safety.
- Inform their supervisor and/or manager of any matter which may reasonably be considered to represent a shortcoming in the arrangements for health and safety.
- Failure to comply with the Health and Safety instructions could lead to disciplinary action.