



Safer Recruitment Policy

Designated Safeguarding Leads (DSL): Zara Bouait & Nick Komey

Club Emergency Contact Number: 07555 539376

Emergency Backup (Westminster MASH): 020 7641 4000

Last Reviewed: May 2026 | Next Review: September 2026 (to align with annual KCSIE updates)

Purpose & Scope

Kids Adventure Days is committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers, and contractors to share this commitment. This policy ensures a robust, consistent, and legally compliant recruitment process to deter, identify, and reject individuals who are unsuitable to work with children.

Advertising & Job Postings

All job advertisements, job descriptions, and person specifications issued by the Club will explicitly state our commitment to safeguarding. Every posting will include the mandatory wording: "Kids Adventure Days is committed to safeguarding children. All post-holders are subject to a satisfactory Enhanced DBS check with Children's Barred List vetting, satisfactory references, and automated online background screening."

Pre-Employment Vetting Checks

No individual will be permitted to start work—either supervised or unsupervised—until the following statutory vetting checks are completed and recorded:

Identity Verification: Verification of name, date of birth, and photographic ID (e.g., valid passport or driving licence).

Right to Work: Strict verification of the candidate's legal right to work in the UK.

Enhanced DBS Disclosure: An Enhanced Disclosure and Barring Service (DBS) check.

Children's Barred List Check: A separate check against the barred list to ensure the candidate has not been legally blocked from working with children.

Reference Verification: At least two professional references obtained directly from the referee's corporate or official email address. One reference must be from the candidate's most recent employer. Staff will call referees verbally to cross-verify written statements.

Online/Social Media Screening: In line with statutory guidelines, the management team will conduct a professional online search of shortlisted candidates to identify any public remarks, associations, or behaviours that could bring the club into disrepute or flag a safeguarding concern.

The Single Central Record (SCR)

The Club maintains a live, centralised spreadsheet known as the Single Central Record (SCR). This log tracks every staff member, regular volunteer, and third-party contractor on-site.

The SCR documents:

The exact dates each vetting check was completed.

The unique certificate number of the Enhanced DBS check.

The identity of the management staff member who physically verified the original paper documents.

Induction & Probational Monitoring

Policy Briefing: Within their first working week, all newly appointed staff must complete a mandatory safeguarding induction. They are required to read, sign, and date the Safeguarding Policy, Staff Code of Conduct, and Missing Child Protocol.

Probation: All new hires face a strict 3-month probation period. During this timeframe, their interactions with children, adherence to the "no personal mobile phones" rule, and implementation of the positive behaviour framework will be monitored weekly by the Lead DSL.

External Regulatory Support Contacts

Disclosure and Barring Service (DBS): 0300 020 0190

Westminster LADO (Staff Allegations): 020 7641 7668

Ofsted Vetting Enquiries: 0300 123 1231