Holiday Camp Supervisor
JOB DESCRIPTION

Job Title:	Holiday Camp Supervisor	**Job Ref:**	HolidaySupervisor
Company:	Funtastic Kids	**Salary:**	From £16 per hour. Please see 'Rates of Pay' document below for more details.
Reports To:	Directors/Managers		

Employment Status:
You will be employed on a Fixed Term basis for the duration of each School Holiday period you choose to work.
The opportunity to work future holidays may also be offered.

Hours of Work:
School Holiday Time Only. Standard Holiday Camp hours are: 7:45am- 6:15pm.

Please refer to the job advert for the specific hours needed at the Holiday Camp/Camps you are applying to. In cases where any availability is considered, please indicate which days/shifts you are able to work.

Job Purpose:

- To supervise the running of a holiday camp, in line with the company policies
- To lead by example and set high standards to other staff in ensuring positive outcomes for all children attending camp
- To manage a team of playworkers and other contractors (e.g. coaches, musicians), directing them to carry out tasks and activities
- To ensure safeguarding policies are followed by all members of the camp team and other contractors
- To ensure risk assessments are in place, and health and safety policies are adhered to
- To facilitate the activities to promote enjoyment and play of all children attending the camp, taking into account their different needs
- To manage fair and acceptable behaviour in the camp, promoting respect, tolerance and social skills
- To communicate appropriately with parents and give feedback, where appropriate on incidents or accomplishments
- To ensure activities are run in accordance with the company's expectations and opportunities are created to enhance language, communication and basic literacy and numeracy skills
- To ensure the camp setting is kept clean and hygienic throughout the duration of the camp and ensure the camp setting is left clean and hygienic on the final day of camp.
- To liaise with the directors regarding outcomes of the camp

Scope	
Financial Accountabilities	NONE
Staff Responsibilities	YES
Number of employees managed/supervised: Usually 2-6	

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our organisation has effective safeguarding systems in place. We expect everyone working in the organisation to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn, develop and play in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the camp setting.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- Minimum NVQ Level 3 in Playwork/Teaching and Learning/Early Years Educator or equivalent/ Common Core Skills
- Good standard of general education e.g. GCSE English, Mathematics minimum Grade C
- 12 Hour Paediatric First Aid
- Food Hygiene Level 2

Skills/Abilities:

- Excellent communication skills and interpersonal skills
- Ability to lead a team, promoting individuals' strengths and be able to identify and support weaknesses
- Good questioning skills
- Good observation and assessment skills
- Understanding of open-ended questioning and investigative work
- Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale
- Confidentiality at all times

▪ Ability to work in a way that promotes the safety and well being of children and young people
Experience: • Some experience of working with children in a school or play setting is essential. • Experience of leading a team is desirable but not essential.
Personal Qualities: • Use of initiative is very important • Good problem solver • Calm under pressure, adaptable and energetic • A caring and positive attitude • A good listener and sensitive to children's needs • A sense of responsibility • Positive behaviour management • A good sense of humour • Flexibility
Special Factors: • Responsibility for first aid • Flexibility of working hours • Be willing to attend supervisor meetings one evening per half term • Be available to attend one training session held on a Saturday morning annually (before summer holiday camps commence)

Rates of Pay

Pay Scale (Rates from 1st April 2026)

Experience/Qualifications:	Hourly Rates
Supervisor (starting rate)	£16 rising to £16.50
Deputy Supervisor	£13.75
Unqualified/trainee sports coach or training towards level 2	£10.50 £11.75 £12.95
Level 2 coach	£13
Level 3 coach or QTS	£14.85
Playworkers and trainee sports coaches:	
EYFS recognized level 3 qualification or HLTA (L3 TA) Playworker	£13.50
Playworker Aged 21 and over	£12.75
Playworker Aged 18-20	£10.85
Playworker Aged 17	£9.50
Playworker Aged 16	£8.50
Qualified Teacher Status Playworker	£13.50
SEN experienced TA/1:1	£13.00

***Higher supervisor rate:**
Holiday camp supervisors who have worked more than 30 supervisor days with us
WAC supervisors of clubs with on average 35 children per day (after school club) or for supervisors who have worked with us for more than 2 years.

Holiday Pay:

For School Holiday Camp staff only - accrued holiday pay is paid additionally at the end of each month at 12.07%

For all year-round staff - 5.6 weeks (pro rata) holiday pay is paid (includes bank holidays).

For all year-round staff and holiday camp staff who have worked with us for more than 3 years on April 1st of each year, holiday pay is increased to 6 weeks pay (includes bank holidays).

Safeguarding Children Policy 2026

Funtastic Kids is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.

Funtastic Kids will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. Funtastic Kid's child protection procedures comply with all relevant legislation and with guidance issued by the Pan Berkshire Safeguarding Children Procedures.

There is a Designated Safeguarding Lead (DSL)-Louise Holloway who is available at all times while the clubs/camps are in session. The DSL coordinates safeguarding and child protection issues and liaises with external agencies (e.g. Social Care and Ofsted). The Deputy DSLs are Marcus Holloway, Clare Sheppard, Sarah King and Trudy Heronjason.

The Club has detailed procedures for suitability checking for new recruits. These procedures are detailed in our Safe Recruitment Policy and all staff responsible for recruitment ensure safe and robust practice is followed at all times.

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting the children from maltreatment whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children have the best outcomes

Child abuse, neglect and exploitation

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm-whether that is within or outside the home, including online. An individual may abuse, neglect or exploit a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of

emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Domestic Abuse** can encompass a wide range of behaviours and may be a single or range of incidents. This abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse if they see or hear it and it can have a long term negative impact on children
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

All staff should be aware that abuse, neglect and exploitation and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the club and/or can occur between children outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations inside and outside their homes/families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence and the risks posed from technology usage).
Our staff exercise professional curiosity to help identify early signs of abuse, neglect and exploitation and act early in cases where children may need our help or protection

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. This **may involve** an exchange for something the victim wants, and/or for the financial advantage or increased status of the perpetrator or facilitator. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited

even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

Mental Health

All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Staff should also be aware of any changes to a child's behaviour and question the reasons behind the changes.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken. We will liaise with specialist services where needed and make use of the Mental Health Support Service (MHST), which are being rolled out in schools.

Funtastic Kids now has 3 mental health first aid trained staff (Marcus and Louise Holloway and Sarah King) to support children and staff.

Signs of child abuse, neglect and exploitation

Signs of possible abuse and neglect and exploitation may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, e.g. in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation (FGM), or that a child may have witnessed domestic abuse
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Funtastic Kids is obliged to and the incident will be logged accordingly.

All staff recognise that children may not feel ready or know how to tell someone they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful. This could be due to their vulnerability, disability or language barriers, They may also feel embarrassed, humiliated or are being threatened. Our staff recognise this and where they have concerns about a child they will raise these with the Designated Safeguarding Lead without delay. We will also share concerns with relevant safeguarding leads within schools if we are told a child is leaving the feeder school to join another school.

Child-on-child abuse

Children are vulnerable to abuse by their peers. Child-on-child abuse is taken seriously by the staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

It is important that **when** staff have any concerns about child-on-child abuse they should speak to their DSL.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- sexual activity (in primary-aged children) of any kind, including sexting
- one of the children is significantly more dominant that the other (e.g. much older)
- one of the children is significantly more vulnerable that the other (e.g. in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliancy or secrecy

If child-on-child abuse is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse.

Female genital mutilation (FGM)

FGM is an illegal, extremely harmful practice and a form of child abuse, and is therefore dealt with as part of our existing safeguarding procedures. All of our staff receive training in how to recognise when girls are at risk of FGM, or may have been subjected to it.

If FGM is suspected or disclosed

We will follow the same procedures as set out above for responding to child abuse and will make a report to Children's social care directly and in line with existing safeguarding

procedures and in line with our mandatory reporting duty. We will make a report to the police by calling 101, the single non-emergency number , if it has been disclosed that either:

- A girl under 18 that an act of FGM has been carried out on her; or
- Observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girls physical or mental health or purposes connected with labour or birth. We will use this guidance https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation, to prevent people from becoming terrorists or supporting terrorism and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a **Logging a concern** form and refer the matter to the DSL.

At **Funtastic Kids** all staff are aware that abuse, neglect, exploitation and safeguarding issues are rarely standalone issues and events. In most cases multiple issues will overlap. Staff recognise that children might be at risk of harm inside and outside of their time in our clubs/settings, inside and outside of their homes and whilst online. Our staff exercise professional curiosity to help identify early signs of abuse, neglect and exploitation and act early in cases where children may need our help or protection

All staff, but especially the designated safeguarding lead and deputies should consider whether children are at risk or abuse or exploitation in situations outside their families. Extra familial harms take a variety of different forms and children can be vulnerable to multiple harms including(but not limited to) sexual abuse (including harassment and exportation),

domestic abuse and their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines and radicalisation

Wherever possible staff will support children to develop the skills that form the building blocks of all positive relationships, promote kindness in relationships, encourage children to report concerns and emphasise victims of abuse are never at fault for it

All staff are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as a well as face to face. In many cases abuse and other risks will take place concurrently both online and offline. Children can also abuse each other online (abusive, harassing and misogynistic/misandrist messages, non-consensual sharing of indecent images, especially around chat groups, and the sharing of images and pornography to those who do not want to receive such content). In all cases, if staff are unsure, they always need to speak to the designated safeguarding lead or deputy.

At Funtastic Kids we take the opportunity to help children keep themselves safe, including online (taking into account children who may have been the victims of abuse and SEN).

We follow the 4 C's online safety:

1. **Content** (any material posted and risks e.g. fake news).
2. **Contact** (interaction with people online and risks e.g. peer pressure).
3. **Conduct** (how people behave online and risks e.g. bullying)
4. **Commerce** (dangers related to commercial activities e.g. scams)

Logging an incident

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record.

The record will be given to Funtastic Kid's DSL who will decide on the appropriate course of action.

For concerns about **child abuse,** the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding **radicalisation,** the DSL will contact the Pan Berkshire Safeguarding Board or Local Authority Prevent Co-ordinator. For more serious concerns, the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.

All DSLs will note discussions and decisions made, including the rationale for those decisions, to include instances when referrals were made and were not made

Allegations against staff

If anyone makes an allegation of child abuse against a member of staff, volunteers, contactors including those staff from outside providers/community groups:

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate Funtastic Kids will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

Funtastic Kids promotes awareness of child abuse and the risk of radicalisation through its staff training. Funtastic Kids ensures that:

- The designated DSL has relevant experience and receives appropriate training **(including online safety)** in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- Designated person Level 3 training takes place every 2 years with updates throughout this period
- All staff receive a safeguarding training meeting the requirements of EYFS Annex C, which is refreshed every 2 years
- If the DSL is absent for a period of time there are 4 Deputies and mailboxes are monitored or signposted to a Deputy Safeguarding lead so concerns are acted upon
- Annual refresher training will take place at one of our annual training face to face events to help maintain basic skills. Staff are supported to implement learning through supervision, mentoring, team meetings and monitoring
- All staff receive basic safeguarding training (Universal safeguarding) to continue to provide them with relevant skills and knowledge to safeguard children effectively
- Safe recruitment practices are followed for all new staff-references, conducting identity and qualification checks, recording all vetting information as part of the safer recruitment process are understood and followed by all responsible for recruitment.
- All staff have access to a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation. They are required to sign to acknowledge that they have read the policy.
- All staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- Safeguarding is a permanent agenda item at all staff meetings/training ensuring the whole team/all staff communicates well and are kept up to date
- All staff receive basic safeguarding training (Universal safeguarding) to continue to provide them with relevant skills and knowledge to safeguard children effectively.
- Staff are familiar with the Safeguarding File which is kept by Louise Holloway
- Funtastic Kids' procedures are in line with the guidance in 'Working Together to Safeguard Children (2026)' and staff are required to read 'What to do if you're worried

a child is being abused (2015)' and to sign to acknowledge having read and understood this document
- Staff are required to read the "Anti-bullying" and "Behaviour" Policies and sign to acknowledge having read these policies.
- Staff are supported to understand how to keep themselves safe and how to blow the whistle should they be concerned about another adults behaviour or practice
- All staff receive basic prevent duty
- All staff are aware of how to respond in a timely way at the earliest opportunity
- The DSL and DDSL's will provide support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required
- All staff working directly with children are expected to read at least part 1 of KCSIE (those who don't work directly with children can read the condensed version of part 1, in annex A).

Use of mobile phones and cameras/technology

Photographs will only be taken of children with their parents' permission. Only cameras or Ipads belonging to Funtastic Kids will be used to take photographs of children at the holiday camp. Supervisors will be allowed to use their phones for the sole purpose of taking photographs of the activities but these will not include children. Neither playworkers nor children may use their mobile phones to take photographs at the holiday camp.
To protect staff and children, personal mobile phones can only be used by staff during breaks given by the supervisor and away from children. If any staff member has concerns about a child being the victim of online abuse or witnesses inappropriate behaviour linked to online technology, a safeguarding form will need to be completed and DSL informed. We will aim to support children and families about online safety. The supervisor will keep all mobile phones belonging to Young Play leaders (aged 11-15) until they leave the camp. Smart watches which connect to the internet, should also not be worn during sessions where children are present, by either staff or children.

On rare occasions technology may be used with staff supervision to access technology. Filtering and monitoring of technology is a vital part of ensuring children are not accessing harmful or illegal content on our devices (The DSL has chief responsibility for this).

For more information on watches/fit bits etc please refer to our mobile phone and wearable technology policy for staff, children, parents and visitors.

Social Transition /Toilets

- We will comply with obligations under the Equality Act and Human Rights Act when considering requests for support with social transition
- We will not allow children into toilets designated for the opposite biological sex. This includes where we are responding to requests to support social transition for children who are questioning their gender.
- If a child who is gender questioning does not want to use the toilet designated for their biological sex we will seek to find an alternative e.g. disabled toilet.

Contact numbers

Social Care: Wokingham - 01189746000; West Berkshire – 01635 551111; Reading - 0118 937 3641; Bracknell – 01344 352020
Social Care out of hours contact: Berkshire - 01344 351999

LADO (Local Authority Designated Officer):

0118 9746141
https://directory.wokingham.gov.uk/kb5/wokingham/directory/service.page?id=rVtnFfTXfmc
For Wokingham

01635503153
https://www.westberks.gov.uk/article/39735/The-Local-Authority-Delegated-Officer-LADO
(West Berkshire);

01189372684 https://brighterfuturesforchildren.org/for-parents-carers/schools/allegations-against-people-in-a-position-of-trust/ (Reading)

01344 351572 https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/allegations-against-staff-carers-and-volunteers
(Bracknell)

LSCB (Local Safeguarding Children Partnership):

Covering west berks/reading and Wokingham
Now called-Berkshire West Safeguarding Children Partnership (BWSCP).
https://servicesguide.reading.gov.uk/kb5/reading/directory/service.page?id=cosJiaxLUXk&familychannel=3

Bracknell-https://bracknellforestsafeguarding.org.uk/

Pan Berkshire Safeguarding Children's procedures
https://berks.trixonline.co.uk/

Police: 101 (non-emergency) or 999 (emergency)
Anti-terrorist hotline: 0800 789 321
NSPCC: 0808 800 500
Ofsted: 0300 123 1231

This policy was adopted by: Funtastic Kids Ltd	Date: September 2026
To be reviewed: September 2027	Signed: Marcus Holloway-Director

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Suitable people [3.13 - 3.27]*

Safer Recruitment Policy 2026

Funtastic Kids uses safe recruitment practices to ensure that all people working with the children in our care are safe and qualified to do so. When recruiting paid staff or volunteers we will follow the procedures set out below.

Advertising the vacancy

We will advertise vacancies, and any job advertisements will include a statement about our commitment to safeguarding children.

Initial enquiry

Upon enquiring about a vacancy, we will send potential candidates:

- a job description
- a person specification
- an application form
- a copy of the Club's **Safeguarding Children** policy and information about our safe recruitment policy
- rates of pay

The application form includes:

- instructions that the application form must be completed rather than a CV
- a declaration that all information is correct
- a section under the Rehabilitation of Offenders Act that asks if the applicant has been awaiting a verdict, convicted, or cautioned or received a court order or warning for any offence that may affect their suitability for working with children
- a request for the contact details of two referees one of which should be the last employer and these should come from professional work emails rather than personal email addresses; (if this is the candidate's first job, their course tutor is a suitable alternative)

All applicants must submit an application form by the closing date.

Self Disclosure Form

Using a self-disclosure form gives candidates the opportunity to tell us confidentally about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record. We are only able to request information that we are entitled to know about as a potential employer. By using self-disclosure form we ensure that we only receive information that we need to make a decission about suitability and recognise that self disclosure forms containn sensitive, confidential information. Forms should be submitted in a separate, sealed envelope, marked "Confidential" and will be opened for successful candidates following interview and suitable references. If unsuccesssful the letter will be unopened and shredded. This form does not replace the need for enhaced criminal record check.

Interview procedure

We will notify all candidates selected for interview by letter/email. All candidates will be asked to bring to the following items to the inteview:

- proof of identity, e.g. passport, driving licence or birth certificate
- proof of address, e.g. recent utility bill (not mobile phone) or bank statement
- proof of qualifications, i.e. the relevant certificates
- for non-British nationals, proof of the right to work in the UK (as required by the Asylum and Immigration Act)

The interview will be conducted by at least two interviewers. All candidates will be asked the same set of questions. We will then ask additional questions about any other issues that arise from their application form. For example, the interviewers will follow up on any gaps in the candidate's employment history rigorously and ensure that they are satisfied with the explanation given, undertaking additional checks if necessary.

We may request to observe the candidate in a practical session before we make our final selection.

When we have interviewed all candidates, we will make our final selection.

Online Checks

Funtastic Kids carries out a search of shortlisted candiadates for any information that is publicly available online.

These checks are not mandatory requirement of the safer recruitment process, but it is important that all applicants know that they will be subject to an online search if shortlisted.

Appointing a new member of staff

When we have selected the successful candidate, we will

- send him or her a written offer by email, which will clearly state that it is subject to the receipt of suitable references, full sight of a satisfactory enhanced DBS certificate and their written confirmation that they are not disqualified from working with children.
- contact both referees for a reference, including asking them if they have any child protection concerns about the candidate. We will compare the information on the application form with that in the reference and check any discrepancies
- initiate an enhanced DBS check for the candidate, or if the candidate is subscribed to the DBS Update Service, review their current DBS certificate and check their status online.
- online presence and social media checks will be carried out for candidates shortlisted for a interview
- ask the candidate to complete a health questionaire
- notify any unsuccessful interviewees.

We will also take photocopies of the new member of staff's qualification certificates and proof of identity and keep these on file.

When a new member of staff starts work at Funtastic Kids we will give him or her:

- of all our policies (Supervisors), Safeguarding, Code of conduct and privacy notice (Playworkers) and ensure that they sign via Planday to confirm that they have read and understood them;
- our terms and conditions, and get them to sign their contract via Planday; a copy of which will be kept on file

We will conduct a full induction programme with all new members of staff. Please refer to our **Staff Induction and Development policy.**

DBS checks

We will obtain enhanced DBS disclosures for all staff, students and volunteers who will work unsupervised with the children on a regular basis, or who have access to children's information, including our administrator. If candidates have subscribed to the DBS Update Service we will carefully review their current DBS certificate and then check their status online. If there has been a change in their status since their last DBS certificate was issued we will obtain a new DBS disclosure for them. Additional criminal record checks will be made for anyone who has lived abroad.

New staff (including volunteers) will only be allowed to work with children when we have had full sight of a satisfactory DBS certificate for them.

When we appoint a member of staff we will keep a record of the date and number of their DBS disclosure on our **Central DBS Record**. We recommend that all staff sign up for the update service and if necessary, check this annually (in the case of students returning from University). We will update the DBS checks for all staff every 3 years and review or update service checks every 3 years.

Disqualification

Funtastic Kids will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. All new staff must sign a declaration that they are not disqualified when they commence employment and all existing staff must sign the declaration annually to confirm that their status has not changed. If a member of staff becomes disqualified we will terminate their employment and notify Ofsted.

DBS checks with any recorded information

If the DBS check returns showing criminal records information relating to harm to children or young people, violence, sexual assault, child sexual abuse images, terrorism offences, or anything else that might indicate they are unsuitable to work with children, we will firstly check the list of offences that automatically disqualify a person from working with children under the terms of the Childcare Act 2006. The list is available here:

https://www.gov.uk/government/publications/disqualification-under-the-childcare -act-2006

We will also seek further advice from social care or the LADO (Local Authority Designated Officer) if they are unsure the disclosed offence is on the list of disqualifiable offences.

If the candidate's offences disqualify them from working with children then the offer of employment will be withdrawn

If the offence on the disclosure is not on the list of disqualifying offences but still gives cause for concern, for example offences related to theft or fraud or anything else that might pose a risk to the integrity of the club, we may choose to seek further advice (e.g. from UNLOCK OR NACRO) to help form a decision.

Where the offences are minor and where children are unlikely to be at risk of harm, we will decide on a case by case basis whether to confirm the appointment. The decision will be subject to the undertaking of a risk assessment of the applicants criminal record. This will include giving the applicant the opportunity to provide an explanation for their offences, as well as the circumstances at the time. We will assess the applicants attitude to their offences, and whether they would act differently now.

In all cases we will discuss any matter revealed on a DBS certificate with the applicant before withdrawing the conditional offer of employment.

If we appoint a member of staff, they will not be allowed to work with children until we have received an appropriate DBS certificate.

Immigration status

Funtastic Kids is aware of Asylum and Immigration Act requirements and will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status, usually a driving license, passport, and NI number.

Equality Act 2010

At all points during the recruitment process, Funtastic Kids will comply with the Equality act 2010 to ensure the fair and equal treatment of practitioners of different gender, race and sexual orientation etc

Related Policies

Safeguarding Policy

Contact Information

Social Care: Wokingham - 01189746000; West Berkshire – 01635 551111; Reading - 0118 937 3641; Bracknell – 01344 352020
Social Care out of hours contact: Berkshire -01344 351999 -

LADO (Local Authority Designated Officer):

0118 9746141
https://directory.wokingham.gov.uk/kb5/wokingham/directory/service.page?id=rVtnFfTXfmc
For Wokingham

01635503153 https://www.westberks.gov.uk/article/39735/The-Local-Authority-Delegated-Officer-LADO (West Berkshire);

01189372684 https://brighterfuturesforchildren.org/for-parents-carers/schools/allegations-against-people-in-a-position-of-trust/ (Reading)

01344 351572 https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/allegations-against-staff-carers-and-volunteers (Bracknell)

LSCB (Local Safeguarding Children Partnership):

Covering west berks/reading and Wokingham
Now called-Berkshire West Safeguarding Children Partnership (BWSCP).
https://servicesguide.reading.gov.uk/kb5/reading/directory/service.page?id=cosJiaxLUXk&familychannel=3

Bracknell-https://bracknellforestsafeguarding.org.uk/

Pan Berkshire Safeguarding Children's procedures
https://berks.trixonline.co.uk/

NACRO: https://www.nacro.org.uk/

UNLOCK: http://recruit.unlock.org.uk/

This policy was adopted by: Funtastic Kids Ltd	Date: September 2026
To be reviewed: September 2027	Signed: Marcus Holloway-Director

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Suitable people [3.13 - 3.27]*