



Drive Lounge Academy Safer Recruitment and Training

Drive Lounge Academy high quality service depends on the professionalism and hard work of all of its staff. Drive Lounge Academy place the safeguarding and safety of all children as their number one priority, and therefore follow this strict safer recruitment policy, to protect both the children and the staff working within the individual settings, and wider offices.

Recruitment

Drive Lounge Academy use a variety of recruitment channels to appoint staff members with relevant experience. Recruitment decisions are made following an extensive application, interview, training and vetting process. Clubs are staffed with the following positions:

- Manager
- Specialist Course Leader
- Specialist Course Instructor

In making the decision, the following factors are taken into account:

- Relevant qualifications or applicants studying towards a relevant qualification.
- First Aid experience.
- Experience working with children in similar environments.
- Additional skills such as emergency first aid or lifeguarding.
- Personality and enthusiasm.

Advertising

At Drive Lounge Academy we believe in providing an environment that values differences/individuality, and benefits from the unique strengths that these differences bring to our organisation. This commitment promotes respect and equal treatment for all persons regardless of age, disability, gender, ethnicity, marital or civil partnership, nationality, race, religion or belief, sex, or sexual orientation. We insist that this respect is applied in every aspect of our business and in how we conduct ourselves, under the Equality Act 2010. We advertise our vacancies through a variety of channels, from specialist job boards to local colleges, to our own website. We believe this approach allows us to reach a wide range of applicants, to ensure Drive Lounge Academy attracts the best talent.

Selection and appointment

In appointing staff, Drive Lounge Academy use the following procedures:

- Application Form: All new candidates and returning staff are required to complete the Online Application Form via the Drive Lounge Academy website. This gathers information including contact information, relevant experience, qualifications, references and DBS information.
- Interview: Candidates with a strong application will be invited to take part in a telephone or Online interview with one of our Recruitment team for a suitable role. All interviewers are required to undertake Safer Recruitment training prior to undertaking any interviews

- At least one member of the Assessment Panel will have completed Safer Recruitment Training. All members of the Recruitment team have received extensive Safer Recruitment Training.
- Drive Lounge Academy use interview templates that are specific to the role for which a candidate has applied. They help assess an individual's suitability for the role, investigating their experiences, suitability to work with Drive Lounge, any gaps in employment, ability to adapt to scenarios, personality and safeguarding experience amongst other factors.
- References: Drive Lounge Academy require references from the most recent professional employment, as well as a personal reference as evidence to establish a candidate's employment and educational history.
- Health Declaration: All staff are required to complete an annual self-assessed Health Declaration for Drive Lounge Academy to ensure they are fit for work and declare any medical issues that may impact their role. Where any concerns are raised, further discussion will take place with the Drive Lounge Academy Head Office
- Photo ID and Right to Work in the UK: All staff members are required to evidence that they are eligible to work in the UK, by providing at least 1 form of photo ID, which will be kept on file centrally at Head Office.
- In addition, staff members are also required to provide 2 other forms of ID, for example a bank statement showing their current address. Staff members are required to show photo ID when they arrive at any training day and on their first day.
- DBS Checks: In line with Ofsted guidance. Staff are required to hold a DBS certificate, which may be registered on the DBS Update Service.
- Overseas checks: Individuals who have lived or worked outside the UK must undergo the same checks as all other staff.

Contract Paperwork:

- All staff will be sent a contract of employment, which they are asked to read, understand and sign.
- Contracts should be returned to the Drive Lounge Academy Head Office within 7 days of issue, along with the employee declaration, bank details, and any other relevant information.
- Returners: Returning members of staff are asked to re-apply to inform Drive Lounge Academy of any change in circumstances. This ensures Drive Lounge Academy records are kept up to date and employment gaps are monitored. Drive Lounge Academy will not re-employ anyone that has previously been dismissed from the Company.
- Performance Management & Appraisals: All staff members will be subject to ongoing performance management to help identify strengths and weaknesses. Any performance or conduct issues will be addressed by Drive Lounge Academy and may affect future employment with Drive Lounge Academy.

Drive Lounge Academy will record the information provided from any DBS Check but will only keep a copy of the disclosure for a maximum of 6 months if there is a disclosure note.

- In exceptional circumstances a staff member who does not hold a current DBS may work on events or clubs, supervised by a fully DBS checked member of staff. This will be subject to a risk assessment, authorised by the Drive Lounge Academy Head Office.
- As the information contained in a DBS Check is only correct at its date of issue, all staff members are asked to sign a DBS Declaration as part of their Application Form and contract of employment. Before they begin work the staff member needs to state that no criminal offences have been committed since the disclosure was issued, which would be every 3 months. Any false information or deliberate omission may result in dismissal or disciplinary action.

- Drive Lounge Academy volunteers are subject to the same pre-employment checks as paid staff members. This includes satisfactory DBS status and references.
- Drive Lounge Academy takes its responsibility to safeguard children seriously and acts on Keeping Children Safe in Education guidance referring to Disqualification by Association
- Where a Risk Assessment is required, this must be signed by Drive Lounge Academy Head Office who will communicate the relevant information and mitigating actions (e.g. supervision) to the staff. The signed Risk Assessment will be recorded on the staff record.

A Single Central Register containing the vetting requirements of all staff working at Head Office and on site is maintained in accordance with current guidelines to ensure the safeguarding of all children in Drive Lounge Academy care.

Training & Assessment

Drive Lounge Academy believe pre- and ongoing training is vital in ensuring the safe and smooth running and delivery of the Drive Lounge Academy product and all safeguarding practices. Drive Lounge Academy will endeavour to ensure all staff complete 3 stages of training before working with children. Returning staff all have regular training updates during their employment with Drive Lounge Academy via seasonal updates. Drive Lounge Academy understands the importance of Drive Lounge Academy specific training to ensure all staff members are aware of Drive Lounge Academy Policies and Procedures and the on-going updates in the childcare industry.

Once a member of staff has been employed, they will be required to complete this 3-part training process:

1. Online training: Drive Lounge Academy has an online training platform which requires staff to watch various videos and read literature which gives an introduction to Drive Lounge Academy and includes in depth training on Health and Safety and Safeguarding. Staff will need to complete a modular knowledge test with a threshold of 80% to complete the training. Drive Lounge Academy keeps a central record of all staff that complete the online training.
2. Central Training & Assessment Day: This is the core element of training for all staff. This face-to-face training is led by the Drive Lounge Academy Operations Team. It builds on the lessons from the Online Training programme through team building games, workshops and exercises. There is also specific Safeguarding training. These are led by members of the Operations team.
3. Induction Day: This takes place at the specific Drive Lounge Academy location at which a staff member is employed. It is compulsory for all staff to complete an Induction Form at each different Drive Lounge Academy location, each season. (A season is defined as an individual school holiday break be it half term or between terms). If a member of staff is unable to make the Induction Day (usually the week before starting) then they will need to complete the Induction Form on the first day, they start at that particular location or where possible attend another site. Staff will put what they learn at their Central Training and Assessment Day into practice whilst preparing for the upcoming season.

Returning members of staff

Drive Lounge Academy defines a returning member of staff as someone that has worked with us previously and has had Drive Lounge Academy training within the past two years.

Returning members of staff receive training in the following ways:

1. Returning staff are asked to complete Drive Lounge Academy training online Safeguarding, Health & Safety and Core Values training every year. There is an automatic alert system in place to monitor this. Returning staff are required to reattend seasonal webinar updates that provide important updates in regards to upcoming seasons. These sessions are also recorded and available for distribution if required.
2. Returning members of staff are on the Drive Lounge Academy mailing list and receive a pre-start update email each season. The pre-start email contains updates and changes to Drive Lounge Academy procedures, supporting the content of the seasonal webinar updates.
3. Returning members of staff have the opportunity to gain further qualifications through Drive Lounge Academy such as Paediatric First Aid, Specialist Safeguarding Training and a Food Hygiene Certificate.
4. Records of training: Training records for Drive Lounge Academy staff members are kept centrally on the database and are available upon request or as required.