



KidzQuest Recruitment and Employment Policy

1. Policy Overview

KidzQuest Activity Camps are committed to recruiting, selecting, and employing staff who are dedicated, qualified, and aligned with our values of providing a safe, fun, and inclusive environment for children. This Recruitment and Employment Policy outlines our commitment to fair and transparent hiring practices, equal opportunities, safeguarding, and the ongoing professional development of our staff.

2. Equal Opportunities Statement

KidzQuest is an equal opportunities employer. We are committed to ensuring that no applicant or employee is discriminated against based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We will make reasonable adjustments throughout the recruitment process and employment to support individuals with disabilities or specific needs.

3. Recruitment Process

3.1. Job Advertising

- All job vacancies will be advertised openly on our website, local job boards, and through partner organisations. We aim to attract a diverse range of candidates who share our commitment to child welfare and safety.
- Job adverts will clearly state the role requirements, responsibilities, qualifications needed, and KidzQuest's commitment to safeguarding.

3.2. Application and Shortlisting

- Applicants must submit a completed application form and CV, detailing relevant experience, qualifications, and references.
- The Camp Directors will review all applications, shortlisting candidates based on the skills, experience, and qualifications outlined in the job description.
- All shortlisted candidates will be required to provide at least two professional references, including one from their most recent employer.

3.3. Interview and Selection

- Shortlisted candidates will be invited for an interview conducted by the Camp Directors (Steven French and Laura French). The interview process will include questions related to safeguarding, child welfare, and the applicant's experience working with children.
- Practical assessments or scenario-based questions may be used to evaluate the candidate's suitability for the role, especially for positions involving direct interaction with children.
- All candidates will be informed of the outcome of the interview process in a timely manner.



4. Safeguarding and Pre-Employment Checks

- KidzQuest is committed to safeguarding and promoting the welfare of children. All offers of employment are subject to satisfactory pre-employment checks, including:
 - An enhanced Disclosure and Barring Service (DBS) check.
 - Verification of the candidate's identity and right to work in the UK.
 - Confirmation of professional qualifications, where applicable.
 - Reference checks from at least two previous employers or professional referees.
- Any concerns raised during the pre-employment checks will be thoroughly investigated, and employment offers may be withdrawn if the results are unsatisfactory.

5. Induction and Training

- All new employees will undergo an induction programme designed to familiarise them with KidzQuest's policies, procedures, and values. The induction will cover:
 - An overview of KidzQuest's ethos, aims, and activities.
 - Health and Safety procedures, including emergency protocols.
 - Safeguarding and Child Protection Policy, led by the Designated Safeguarding Lead (Steven French).
 - Role-specific training, including any necessary qualifications (e.g., First Aid, food hygiene).
- Ongoing training and professional development opportunities will be provided to all staff to ensure they remain equipped to fulfil their roles effectively.

6. Employment Terms and Conditions

- All employees will receive a written contract of employment outlining their job title, duties, working hours, pay, and terms and conditions of employment.
- Employees will be required to sign and return their contract before starting work. Any changes to employment terms will be communicated in writing.
- KidzQuest aims to provide a safe and positive working environment. We encourage open communication and have a grievance policy in place for employees who wish to raise concerns.

7. Staff Conduct and Code of Behaviour

- All staff must adhere to the KidzQuest Code of Conduct, which outlines expected behaviour, including professionalism, respect for colleagues, and commitment to child welfare.



- Staff are expected to act as positive role models for the children, fostering an inclusive, supportive atmosphere at all times.
- Any breaches of the Code of Conduct will be investigated promptly, and disciplinary action may be taken if necessary.

8. Performance Management and Professional Development

- KidzQuest is committed to the continuous improvement of its staff. Regular performance reviews will be conducted to provide feedback, set goals, and identify opportunities for further training or development.
- Staff will be encouraged to take part in relevant training courses, both internally and externally, to enhance their skills and knowledge.
- Exceptional performance and commitment will be recognised and rewarded, while any underperformance will be addressed through support, guidance, and training.

9. Safeguarding Responsibilities

- All staff members have a responsibility to protect the children in our care from harm and to uphold KidzQuest's Safeguarding and Child Protection Policy.
- Any concerns regarding the safety or well-being of a child must be reported immediately to the Designated Safeguarding Lead (Steven French) or Deputy (Laura French).
- Staff will receive regular safeguarding training to keep them informed of best practices and any changes in legislation.

10. Policy Review

This Recruitment and Employment Policy will be reviewed annually or as necessary to reflect changes in employment law, safeguarding guidelines, or camp operations. Feedback from staff and applicants will be considered during the review process to ensure the policy remains fair, transparent, and effective.