

**Policies 2024**

**Recruitment Policy**

Summer Adventure Camp Ltd (SAC) is committed to using robust recruitment procedures that safeguard children and offers equal opportunity. It follows guidance presented in <https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment> to ensure safer recruitment practices.

Persons wishing to work for SAC will be asked to complete the SAC online HR process, this will collect personal information including:

- Copies of Relevant qualifications.
- Copy of their DBS or their DBS update number.
  - DBS certificates will be checked for all staff.
- Copy of their passport.
  - SAC are aware of Asylum and Immigration Act requirements and therefore will check the ability of all new starters to work in the UK. Candidates are expected to provide documents confirming their status.
- A suitable referee
  - SAC reserves the right to contact the candidate’s last employer, even if they are not a named referee. Referees will be asked if they have any child protection concerns about the candidate, even if they came to nothing. Referees will be contacted directly and references received prior to employment.

Staff working in this role are Exempt from the Rehabilitation Act 1974

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**Induction Policy**

To ensure that staff understand their role and how to do the work they are being asked to do staff will be given an induction when they start work, this will include reading and signing the following policies:

- Safeguarding Policy
- Health and Safety Policy

The Job Description and the associated induction checklist will form the basis for ensuring that key tasks are covered.

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**Training and Assessment Policy**

Where staff need additional training or assessment to carry out their role this will be provided, Training and Assessment for most non-NGB activities will be conducted by the relevant technical advisor.

This Policy was adopted by SUMMERADVENTURECAMP Ltd	Adopted on: 2/1/2024
Signed By: Bryn Beach	Review on: Jan 2025

Where appropriate additional training (for example Equality and Diversity) will be provided via our online learning portal.

- All staff will undertake the channel awareness training <https://www.elearning.prevent.homeoffice.gov.uk/la2/screen1.html> as part of their induction.
- All staff will either hold appropriate safeguarding certificate OR receive safeguarding training as part of their induction.

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**Monitoring Policy**

As part of our overall safety management we will monitor staff delivery for quality and safety. The Directors will undertake the following:

- Monitor Risk Assessments.
- Perform spot checks on all activities and work tasks.
- Investigate accidents, work related illness, near misses and dangerous occurrences.
- Monitor the response of corrective action.
- Record the above on our online HR system BAMBOOHR.

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