



Innovation Esports Skills Academy Safer Recruitment and Training

Innovation Esports Skills Academy high quality service depends on the professionalism and hard work of all of its staff. Innovation Esports Skills 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 Skills Club settings, and wider offices.

Recruitment

Innovation Esports Skills 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:

- Skills Club 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 Innovation Esports Skills 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 Innovation Esports Skills Academy attracts the best talent.

Selection and appointment

In appointing staff, Innovation Esports Skills Academy use the following procedures:

- Application Form: All new candidates and returning staff are required to complete the Online Application Form via the Innovation Esports Skills 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.
- Innovation Esports Skills 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 Innovation Esports, any gaps in employment, ability to adapt to Skills Club scenarios, personality and safeguarding experience amongst other factors.
- References: Innovation Esports Skills 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 Innovation Esports Skills Academy to ensure they are fit for work and declare any medical issues that may impact their role at Skills Club. Where any concerns are raised, further discussion will take place with the Innovation Esports Skills 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 at Skills Club.
- 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 Innovation Esports Skills 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 Innovation Esports Skills Academy of any change in circumstances. This ensures Innovation Esports Skills Academy records are kept up to date and employment gaps are monitored. Innovation Esports Skills 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 Innovation Esports Skills Academy and may affect future employment with Innovation Esports Skills Academy.

Innovation Esports Skills 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 Skills Club, supervised by a fully DBS checked member of staff. This will be subject to a risk assessment, authorised by the Innovation Esports Skills Academy Head Office and placed on Skills Club.

- 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.
- Innovation Esports Skills Academy volunteers are subject to the same pre-employment checks as paid staff members. This includes satisfactory DBS status and references.
- Innovation Esports Skills 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 Innovation Esports Skills Academy Head Office who will communicate the relevant information and mitigating actions (e.g. supervision) to the Skills Club 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 Skills Club is maintained in accordance with current guidelines to ensure the safeguarding of all children in Innovation Esports Skills Academy care.

Training & Assessment

Innovation Esports Skills Academy believe pre-Skills Club and ongoing training is vital in ensuring the safe and smooth running and delivery of the Innovation Esports Skills Academy product and all safeguarding practices. Innovation Esports Skills 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 Innovation Esports Skills Academy via seasonal updates. Innovation Esports Skills Academy understands the importance of Innovation Esports Skills Academy specific training to ensure all staff members are aware of Innovation Esports Skills 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: Innovation Esports Skills Academy has an online training platform which requires staff to watch various videos and read literature which gives an introduction to Innovation Esports Skills 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. Innovation Esports Skills 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 Skills Club staff. This face-to-face training is led by the Innovation Esports Skills 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.

a series of live webinar sessions with the Operations team.

3. Skills Club Induction Day: This takes place at the specific Innovation Esports Skills Academy Skills Club at which a staff member is employed. It is compulsory for all staff to complete a Skills Club Induction Form at each different Innovation Esports Skills academy Skills Club, 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 Skills Club Induction Day (usually the weekend before Skills Club starts) then they will need to complete the Skills Club Induction Form on the first day, they start at that particular Skills Club or where possible attend another site. Staff will put what they learn at their Central Training and Assessment Day into practice at the Skills Club whilst preparing Skills Club for the upcoming season.

Returning members of staff

Due to Clubs only operating during the school holidays, Innovation Esports Skills Academy defines a returning member of staff as someone that has worked on Skills Club previously and has had Innovation Esports Skills Academy training within the past two years.

Returning members of staff receive training in the following ways:

1. Returning staff are asked to complete Innovation Esports Skills 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 Innovation Esports Skills Academy mailing list and receive a pre-Skills Club update email each season. The pre-Skills Club email contains updates and changes to Innovation Esports Skills Academy procedures, supporting the content of the seasonal webinar updates.
3. Returning members of staff have the opportunity to gain further qualifications through Innovation Esports Skills Academy such as Paediatric First Aid, Specialist Safeguarding Training and a Food Hygiene Certificate.
4. Records of training: Training records for Innovation Esports Skills Academy staff members are kept centrally on the database and are available upon request or as required.