

First Step Education & Training Safer Recruitment Declaration

Version 7

Completed Date: 30th August 2024

Review Date: 30th August 2025

First Step Education & Training are committed to ensuring best practice in relation to safeguarding.

To ensure we continue to demonstrate outstanding practice in relation to safeguarding and protecting children and conform to guidelines set by the Department of Education; we have the following policies in place for both existing and new employees:

1. Safer Recruitment Policy which ensures all new employees:
 - a. Undergo an employment check where candidates are required to:
 - Provide proof of identity
 - Complete an enhanced DBS application and receive satisfactory clearance
 - Satisfactorily complete a childcare disqualification declaration
 - Provide actual certificates of qualifications
 - Complete a confidential health questionnaire
 - Provide proof of eligibility to live and work in the UK
2. Continuous Professional Development available for all employees which includes First Aid and Child Protection/Safeguarding Training that is renewed every 3 years
3. Read and understand our Health and Safety policy
4. Read and understand our Safeguarding policy
5. Undergo a full and robust induction with the company

All employees at First Step Education & Training are subject to repeat DBS checks every 3 years and all carry identity badges with a photograph to identify themselves on site which will be available for your school/venue to photocopy at any time.

You may find the following information useful for your records

Public Liability Insurance

First Step Education & Training are insured for public liability of £10 Million renewed each year.



Employee Qualifications

In addition to specific qualifications held by the employee who has been scheduled to teach at your school; all teaching staff undergo relevant termly training courses dictated by First Step Education & Training including but not limited to, Level 3 Award in Education & Training (or equivalent), Behaviour Management Training, and Health and Safety Training.

All employees hold the following minimum qualifications and training:

- Safeguarding and protecting Children Training (Renewed every 3 years)
- First Aid Training (Renewed every 3 years)
- First Step Education & Training Delivery Standard Training

Quality Assurance

Our quality assurance strategy ensures we provide quality assurance for all our delivery team. Qualified Internal Quality Assurer's (IQA's) monitor our delivery team against awarding body standards and Ofsted expectations. Each member of the team receives 1 observation annually.

All members of our team will be provided with full feedback and an action plan for future development.

Health and Safety

Each year a member of the ISF team will complete a risk assessment which will include but not be limited to, the venue, sports facilities used, equipment, activities, electrical equipment. This Risk Assessment will be made available to the staff and must be read and confirmed annually.

I trust all the information supplied above is sufficient, if however, you require any additional information or would like us to put additional procedures in place please don't hesitate to get in touch.

Yours Sincerely,



Rob Brown

Training Director

