

LASER

*Summer
Camp*



Staff CRB and checking Policy for Staff

At Laser Summer Camp we provide an Out-of-School Day care facility.

We will CRB check **all staff on our facility**; however, with relative circumstances to time of employment, we shall do everything that is possible to check that staff are suitable to work with children, whilst CRB checks are being made, as this can sometimes take longer than desired.

If a member of staff is not CRB checked, they will not be allowed to lead groups or individuals on their own.

We will use TMG-CRB as our registered agency for CRB checking.

3 Wilford Business Park

Ruddington lane

Nottingham

NG11 7EP

telephone 0115 969 4609

Graham Baily shall perform all staff checks, and follow all references for work. He shall have final say on whether the applicant is suitable to work with children.

GJB is Key person relating to any issues that arise from CRB checking, and is registered with OFSTED as thus. TMG CRB also have GJB as the sole mediator in CRB matters.

If for any reason the CRB check does not return in time before camp starts, Graham Baily will make a judgement on this. If he feels the member of staff can work under the guidance of a CRB checked member of staff, then this shall be the case. This person will NOT however be left with children alone until all clearance has been granted.

Please see our Employment policy for other matters.

If the matter is above our dealings, G.Baily shall contact an employee relations officer and OFSTED to discuss.