



Safer Recruitment Policy

1. Purpose of this Policy

The purpose of this Safer Recruitment Policy is to ensure that **all recruitment, onboarding, and ongoing staff suitability procedures minimise the risk of employing individuals who may pose a risk to children.**

As an organisation providing sports coaching to children and young people, we are committed to safeguarding and complying fully with:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Ofsted requirements for registered childcare providers
- Disclosure and Barring Service (DBS) legislation
- Childcare (Disqualification) Regulations 2009
- Data Protection Act 2018 and UK GDPR

This policy applies to all staff, volunteers, contractors, and anyone engaged in regulated activity.

2. Principles of Safer Recruitment

We are committed to:

- Ensuring **safeguarding is central to every stage** of recruitment
- Making **robust recruitment decisions** based on checks, references, qualifications, and suitability
- Ensuring that **no individual barred from working with children is allowed to work for us**
- Keeping **accurate and secure records** of all checks carried out

- Only allowing staff to begin work **once all pre-employment requirements are completed and verified**, or ensuring appropriate supervision if exceptional circumstances require an earlier start

3. Recruitment and Selection Procedures

3.1 Job Descriptions & Advertising

All job descriptions and adverts will include:

- Statement of commitment to safeguarding
- Requirement for enhanced DBS with children's barred-list check (if role is regulated activity)
- Essential qualifications and safeguarding expectations

Example wording:

"Applicants must be willing to undergo an enhanced DBS check with barred-list information and meet the qualifications and safeguarding expectations required for the role."

3.2 References

- Two referees' names are required for all staff.
- Formal reference letters are not mandatory but may be requested to verify suitability.

3.3 Safeguarding Training

- All staff, volunteers, and contractors must have completed **safeguarding training within the last 3 years**.
- Staff who have not completed training within 3 years must **undertake training before commencing work**.

4. Before Commencing Work

All staff must complete and have verified the following **before starting work with children**:

1. **Health Declaration Form** – confirms fitness to work and identifies any adjustments required.
2. **Self-Disclosure & Disqualification Declaration** – declares any criminal convictions, DBS changes, or disqualification from working with children under relevant regulations.
3. **Employee Starter Form** – collects essential personal and employment information.

4. **Code of Conduct** – staff must read, understand, and sign, confirming commitment to professional standards and safeguarding responsibilities.
5. **Verification of Essential Qualifications** – ensures staff meet role requirements.
6. **Safeguarding Training** – must be current within 3 years or undertaken before starting.
7. **Overseas Criminal Record Check** – required for staff who have lived or worked abroad for a significant period (commonly 3+ months). This ensures that any relevant criminal convictions outside the UK are identified.

Note: Staff cannot work unsupervised with children until all items above are completed and verified.

5. Vetting & Pre-Employment Checks

5.1 Enhanced DBS Check with Barred-List Information

Required for roles involving:

- Teaching, coaching, training, supervising, or caring for children
- Unsupervised work with under-18s
- Regular or intensive contact (regulated activity thresholds)

Ongoing DBS procedure: Staff must declare any changes to their DBS status immediately. Rechecks are only conducted if there is a change or risk identified.

5.2 Identity Verification

- Passport or driving licence
- Proof of current address

5.3 Right to Work Check

- Verify staff's **right to work in the UK** before employment begins.
- Copies of documents and date of check must be securely stored.

5.4 Young Workers (Under 16)

- Staff under 16 are **not required to undergo a DBS check**.
- A **Child Employment / Work Permit** must be obtained from the relevant local council **before employment begins**.

- Working hours and duties are limited according to legal restrictions.
- Young workers are **supervised at all times**.

5.5 Ongoing Suitability

- Staff must promptly report any changes to DBS, disqualification, or health status.
- Staff must maintain current safeguarding training (every 3 years).
- Staff must continue to acknowledge key policies and comply with the Code of Conduct.

6. Use of Contractors, Volunteers, and Agency Staff

All contractors, external coaches, and volunteers must:

- Hold an appropriate DBS (Enhanced + Barred List if unsupervised)
- Provide ID
- Complete a Health Declaration Form
- Complete a Self-Disclosure & Disqualification Declaration
- Complete Employee Starter Form if applicable
- Sign Code of Conduct
- Be supervised if checks are incomplete
- Be recorded in our Staff Suitability Log

No one may access children unsupervised without appropriate checks.

7. Record Keeping

A **Staff Suitability Log** is maintained for each staff member containing:

- Identity check details
- DBS certificate number and date (if applicable)
- Barred-list check status
- Two referee names
- Qualification verification
- Health Declaration confirmation

- Self-Disclosure & Disqualification Declaration confirmation
- Employee Starter Form confirmation
- Code of Conduct signed confirmation
- Child Employment / Work Permit (for under-16 staff)
- Safeguarding training completion date (every 3 years)
- Staff DBS declaration date
- Date of employment and checks completed

All data is stored securely in line with GDPR.

8. Allegations and Concerns

- Any safeguarding concerns, disclosures, or allegations will be handled according to:
 - Our Safeguarding Policy
 - LADO procedures
 - Ofsted notification requirements

9. Policy Review

- This policy will be reviewed **annually** or sooner if legislation or guidance changes, or following a safeguarding incident.

Policy Written: 19th August 2026

Reviewed: 19th August 2027

Name: Jack Dillon

Position: Director

Signed: Jack Dillon