



Building confidence and teamwork through sport

SAFER RECRUITMENT PROCESS

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1. Job advertised

When a vacant role arises, the job description and person specification will be updated to reflect any additions or alterations of the role.

The job will be advertised to potential candidates through a method chosen by directors, as deemed appropriate for the role being recruited for. Interested persons will be directed to apply on our website through a link provided to them in the advertisement.

2. Candidates apply online

The web page will contain all relevant information and documents for job role. Potential candidates should read all documents provided on this page before applying for the role. This will include filling out a Self-declaration form. This is an essential part of the recruitment process for applicants to declare any criminal records to ensure that safer recruitment procedures are adhered to for the safety of the children and adults involved.

3. Shortlisting

The shortlisting of applicants will be carried out by the directors. Applications will be assessed against the Job Specification criteria and suitability of applicant to the role.

Whilst shortlisting, a member of management will check that the Application Form is fully complete and highlight any inconsistencies (such as gaps in employment) that can be addressed during the interview stage.

4. Interviews

Candidates who have been successful in the shortlisting process will be invited to interview.

Candidates called to interview will receive a letter confirming the interview and details of the interview day including details of the panel members. They will also receive details of any tasks to be undertaken as part of the interview process.



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Interviews will be led by the directors, accompanied by some members of the coaching team.

Applicants will be decided assessed on their ability to carry out the role, based on justifiable and objective criteria related to the person specification.

The interview session will include a practical activity so the candidates are able to demonstrate their coaching styles.

During the interview candidates should show that they are able to:

- establish and maintain professional boundaries and professional integrity
- establish and maintain relationships with children
- take action to protect a child.

The candidate will be informed that, if they are successful in their application, the job offer will be subject to the receipt of two satisfactory references, one of which must be from the previous employer and that they cannot start work until those references have been received in writing. They will also be informed that their appointment will be subject to satisfactory information being received from the DBS and that although they can start work before the reply is received, the offer of employment will be conditional on the content of the reply and cannot be confirmed until a satisfactory reply has been received.

On completion of interview questions, the candidate will be provided with the opportunity to ask any questions. The candidate will be thanked for attending and informed of when the decision will be made, and how they will be informed.

5. Identity and qualification checks

Each candidate's identity will be checked during the interview session. You will be notified what to bring in your interview paperwork.

6. Making an offer

Successful candidates will be notified within 48 hours of the interview session. The offer is made subject to satisfactory completion of all the vetting processes you need to undertake. This includes checking references and requesting a DBS certificate. At this time, candidates will be sent a New Starter Welcome Pack with all of our policies, procedures and other paperwork for them to read and sign.

7. Health check questionnaire

A health check questionnaire will be sent to successful candidates following their offer of employment. This will assess their physical and mental fitness and ability to carry out the role. Adaptions will be made if necessary, based on the outcome of the questionnaire. DFJ Multisports aims to adapt to the needs of anyone who joins us, both children and adults.

8. Contacting references



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Once successful candidates have received their job offer, DFJ Multisports will contact their references to confirm the candidate's suitability to work with children.

9. Enhanced DBS

Job offers are all subject to the successful application for an enhanced DBS check to allow the candidate to work with children.

10. Contract signing meeting

Make aware of policies and procedures

Sign code of conduct

11. New starter induction

On their first day, new colleagues will receive an induction from a member of management introducing them to our venue, staff, procedures and given other information. They will also be asked to complete an assessment to demonstrate their understanding of our policies and procedures.

12. Probationary period

Once the candidate starts work, they are on a probationary/trial period (usually 3 sessions). During these sessions, new starters will be observed daily to assess learning and training needs e.g. safeguarding, coaching, first aid.

A member of management will review the post holder's performance against the job description after this time.

If the member of staff continues with DFJ Multisports, training and learning needs will be promptly established and actioned.