



# Building confidence and teamwork through sport

## SAFER RECRUITMENT POLICY

We are committed to employing staff and volunteers who are suitable to work with children. We strive to safeguard and protect all children and young people by implementing robust safer recruitment practices.

This is supported by:

- Identifying and rejecting applicants who are unsuitable to work with children and young people
- Responding to concerns about the suitability of applicants during the recruitment process
- Addressing concerns about the suitability of employees and volunteers once they have begun their role
- Ensuring all new staff and volunteers participate in an induction which includes child protection and safeguarding training

### **Safer recruitment procedures**

Everyone who is involved with any form of recruitment knows how to follow the Safer Recruitment Procedure. This will ensure that staff and volunteers are recruited safely and fairly, and that children's safety is being considered at every stage of the process.

For any role working with children and young people, both the role description and the person specification should highlight the safeguarding responsibilities.

### **Applicant information pack**

Standard application form for all roles, whether paid or unpaid, includes space for the candidate to explain how they meet the criteria outlined in the person specification.

### **Self-disclosure form**

A self-disclosure form gives candidates the opportunity to confidentially share about any relevant criminal convictions, child protection investigations or disciplinary sanctions they have on their record.

### **References**

Applicants are asked to provide the details of two referees which are checked as part of the vetting process.

References can help make an informed decision about an applicant's suitability to work or volunteer with children.



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## **Induction**

All staff and volunteers complete child protection training as part of their induction – even if they say they have done this before. It's important to make sure everyone has up-to-date knowledge and skills and understands how child protection works in your organisation.

We also have a mentoring process in place for new staff with a probationary period. This will allow concerns on either side to be raised and responded to appropriately.

## **Ongoing supervision and training**

Supervision and training is regular and ongoing. This gives everyone a chance to reflect on and improve their child protection practice and keeps safeguarding at the front of their minds.