



## London Prestige Gymnastics Club - Safer Recruitment Policy

### Introduction

Safeguarding concerns are integral to our recruitment process and must be a consideration at every stage. It is of utmost importance to take all reasonable precautions to ensure that unsuitable individuals are prevented from working with young or vulnerable people. This commitment should not overshadow the majority of individuals who are motivated to work within the sport.

### A Robust Recruitment Process

A robust recruitment process is crucial for both paid and unpaid positions. There may be individuals with harmful intentions seeking avenues to abuse young or vulnerable people, and our process aims to prevent such instances.

### Unpaid Positions

#### Volunteers

#### Ad-Hoc/One-Off Volunteers

Those volunteering on an ad-hoc basis or for a one-off event, such as parents or volunteers assisting during a club fundraiser, will have supervised contact with children for a limited period. The full recruitment procedure is not required for these cases.

Clubs should maintain a sign-in/sign-out book for ad-hoc or one-off volunteers.

#### Regular Volunteers

If ad-hoc or one-off volunteering becomes more frequent, such as occurring more than once a week or more than four times over a four-week period, the full recruitment procedure should be followed.

#### Parents

Parents on-site solely to care for their own child do not require a DBS. If a parent wishes to help within the club, including responsibilities for other young or vulnerable people, the recruitment procedure should be followed.

## **Safe Recruitment Processes**

We have identified nine key areas to build a robust recruitment process.

### **Job Description**

Specifies the role and responsibilities, emphasizing the responsibility for safeguarding young and vulnerable people. The description includes an "ideal applicant specification" describing the suitability to work with young or vulnerable people, making clear the use of the Disclosure & Barring Service (DBS) as part of the recruitment process.

### **Application Form**

All applicants must complete an application form, even if they submit a Curriculum Vitae (CV). The form indicates that a DBS check will be requested.

Candidates should provide information such as full name, any former names, contact details, national insurance number, relevant qualifications, employment history, personal statement, at least two non-relative references, and a declaration of any convictions, cautions, reprimands, or final warnings.

### **Expression of Interest**

Individuals expressing interest for a vacancy receive all relevant information, including job description, safeguarding policies, equality policies, terms & conditions, and the application form.

### **Reviewing Applicants**

Before inviting applicants for an interview, review all application forms to ensure all requested information is provided and to identify discrepancies.

### **References**

References are included in the application form, and applicants are aware that references may be contacted before an interview.

### **Interview**

Applicants invited for an interview should bring identity documents, qualifications, and award certificates. At least two interviewers are present to enable a full assessment of the candidate's suitability.

Interviewers decide questions in advance, focusing on the applicant's suitability to work with children and identifying any underlying attitudes.

### **Verification of an Applicant**

Before employing a new team member, check the applicant's right to work in the UK. Check qualifications and conduct a DBS check before they can work with young or vulnerable people.

An enhanced DBS must be completed for anyone over the age of sixteen, carried out at least every three years, or registered with the DBS Update Service.

### **Confirming Appointment**

When a successful applicant is identified, a letter offering them a position is sent, outlining position requirements and any probation period. If not already undertaken, the successful applicant is notified that the appointment is pending DBS and reference checks.

### **New Starter Induction**

While the recruitment process is crucial, the most significant period for the applicant is the induction period. Inductions consider the needs of each new team member, covering elements such as explaining club policies, agreements to abide by policies and codes of conduct, clarifying roles and responsibilities, assessing needs, and introducing a mentor. DBS (Disclosure & Barring Service)

In May 2012, the Protection of Freedoms Act 2012 introduced a legal requirement for organizations:

Not to knowingly allow a barred person to work in 'Regulated Activity.'  
Inform the DBS if an individual is removed from 'Regulated Activity' due to harm or posing a risk to young or vulnerable people.

A DBS check confirms whether an individual is on a barred list. Members aged sixteen or over participating in classes must complete an enhanced DBS at least every three years or be part of the update service.

### **International Candidates**

DBS checks may not provide a complete check for those residing in different countries. Criminal records checks for overseas applicants can provide advice on which countries can carry out a background check. British Passport holders who lived abroad in the past five years should also have a Non-UK check.

### **One-to-Ones**

Every staff member and volunteer should receive feedback through a one-to-one review, especially those with significant contact with children and vulnerable people. One-to-ones should be carried out regularly, starting at the end of any probation period, providing an opportunity to understand needs, review targets, and address concerns.