



Southdown Safer Recruitment Policy

INTRODUCTION

The safe recruitment of staff in the club is the first step to safeguarding and promoting the welfare of children and vulnerable adults. Southdown Sports Club is committed to safeguarding and promoting the welfare of all members and guests attending its facility. As an employer, the club expects all staff and volunteers to share this commitment.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse members/guests or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the Club's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance.
- to ensure that the Club meets its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The Club has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the club based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation. If a member of staff involved in the recruitment process has a close personal or familiar relationship with an applicant they must declare it as soon as they are aware of the

individual's application and avoid any involvement in the recruitment and selection decision-making process.

The Club aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Southdown Sports Club.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Club Council to:

- Ensure the club has effective policies and procedures in place for recruitment of all staff and volunteers.
- It is the responsibility of the Club Manager and other Managers involved in recruitment to:
- Ensure that the club operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the Club.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children, young people and vulnerable adults at every stage of the procedure.

The Club Council has delegated responsibility to the Club Manager to lead in all appointments. Club Council may be involved in staff appointments, but the final decision will rest with the Club Manager unless recruiting for the Club Manager role.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, the club will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear the club's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

References

References for successful applicants will be sent for immediately after a job offer.

All offers of employment will be subject to the receipt of a minimum of one reference which is considered satisfactory by the Club. The reference must be from the applicant's current or most recent employer.

The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children, young people and vulnerable adults.

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

The Club does not accept open references, testimonials or references from relatives.

Interviews

There will be a face-to-face interview wherever possible.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification.

Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed when applying.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Club's standard terms and conditions of employment;
- verification of the applicant's identity (if not previously been verified);
- the receipt of one reference
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the Club deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified).

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

DBS (Disclosure and Barring Service) Check

The Club will apply for a DBS check when employing an individual that requires the check.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants successful at interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS identity checking guidelines. The School does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or any other means (eg marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Induction Programme

All new employees will be given an induction programme which will clearly identify the club policies and procedures, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Ongoing Employment

Southdown Sports Club recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all

Volunteers

The Club will request an enhanced DBS disclosure and information on all volunteers undertaking regulated activity with pupils at or on behalf of the Club.

Under no circumstances will the Club permit an unchecked volunteer to have unsupervised contact with children, young people or vulnerable adults.

In addition the Club will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

Monitoring and Evaluation

The Club Manager will be responsible for ensuring that this policy is monitored and evaluated throughout the club.