

Safe Recruitment Process

It is the responsibility of all organisations working with children and adults at risk to have in place safe recruitment processes to ensure that they are only employing suitable people regardless of whether this is a paid or voluntary role.

A safe recruitment process includes:

<p>Pre-Recruitment</p>	<p>This is the stage when you assess exactly what you need and what skills and attributes you are looking for in the person.</p>	<p>This should include:</p> <ul style="list-style-type: none"> • Defining what the role will do • Defining key areas of responsibility • Defining what skills and attributes the ideal candidate should have • Defining the personal qualities you are looking for • Defining what training or qualifications that person should have • Deciding how you will attract candidates.
<p>Recruitment</p>	<p>At this stage, you advertise the role, attract candidates, and follow your safe recruitment process.</p>	<p>Prior to arranging to meet any applicants, you should be screening all applications to check:</p> <ul style="list-style-type: none"> • Details of working history, including any gaps in working • The skills, qualifications and personal attributes are what you are looking for • They have relevant experience. <p>For roles that will be working directly with children, young people or adults at risk, the process of advertising the role should include your commitment to safeguarding, and details of any requirements of employment, including the use of criminal record checks.</p>

<p>Pre-Deployment</p>	<p>Once you have found the person you are looking for, you then need to follow a clear process of checks before they start working with you.</p>	<p>Pre-deployment checks should include:</p> <p>DBS</p> <p>Obtaining a criminal records check from the Disclosure and Barring Service (DBS) or Access NI for roles that fall within regulated activity, will help you to ensure Safe Recruitment has been followed. DBS checks will show previous criminal convictions including those related to safeguarding. There may be historic information from offences that do not relate to safeguarding, but you should still ask the candidate for details of the offence to enable you to satisfy yourself that they don't pose a risk to children or adults at risk.</p> <p>References</p> <p>Obtaining references from previous employers, including voluntary roles, is a critical part of safe recruitment. Reference requests should outline the role the person is applying for, including details of who they will be working with, and ask whether the Referee believes they have skills and attributes that would make them suitable for that role. References can be completed by phone or by email and should contain factual information that helps you to confirm suitability.</p> <p>Verify Qualifications, Identity and Experience</p> <p>Verifying identity, qualifications and experience is an important step to make sure the candidate meets the requirements you set out. Qualifications and accreditations can be verified by the candidate, e.g. by providing certificates, or usually checked with the awarding body.</p> <p>Eligibility to work in the UK</p> <p>Employers need to check that potential employees have the right to work in the UK. If a candidate was born in the UK they are automatically eligible. If they were born overseas or have recently moved to the UK, additional checks are necessary.</p>
<p>Deployment</p>	<p>Before a person starts, whether that is employed or voluntary, coaching or helping, you should get them off to the best start and help them to understand what you are all about.</p>	<p>Policies and Procedures</p> <p>Provide the policies and procedures that are critical to your delivery and support new people to understand them. Your policies and procedures will only be worthwhile if everyone understands them, supports them and uses them as their frame of reference in all that they do.</p> <p>Workplace Induction</p> <p>Spaces are all different and you should invest some time in immersing new people into the space you work in. This should include elements such as:</p> <ul style="list-style-type: none"> • Location of Fire Exits and Assembly Points. • Location of toilets and changing facilities. • Location of break/food areas.

<p>Deployment</p>		<ul style="list-style-type: none"> • Venue access and locking up. • Equipment safe storage, assembly and dismantling. • Location of First Aid and emergency equipment (defibrillators etc). • Normal Operating Procedures. • Emergency Action Plans. <p>Activity Induction</p> <p>A new person in this environment, although they may have delivered your sport before, need to understand what your sessions feel like to the participants, and how they can ensure they deliver that same feeling too. Observing or shadowing during a session will help them to get under the skin of your coaching culture and give them the opportunity to align their practices to it.</p> <p>Training</p> <p>There may be specific training that you want people to complete, or it may be dictated by your National Governing Body, sports organisation, or venue management. Make sure the new candidates fully understand:</p> <ul style="list-style-type: none"> • What training is required of them. • When it needs to be completed. • Where they can access it. • How they can access your support during any training. • What evidence they need to provide to you after completion. • Be clear and prescriptive. If there are specific courses you think are the right ones, direct them to those courses.
<p>Post-Deployment</p>	<p>Safe recruitment involves ongoing evaluation to ensure that people are meeting the expectations and standards expected of them.</p>	<p>Reviews</p> <p>Once people are up and running and working in your environment, make sure you have regular reviews with them to ensure they are up to speed, happy with the role and feel competent in their abilities. Ongoing support is critical to gaining trust and loyalty from the people you work with and supporting them to be the best they can be.</p> <p>Continuous Professional Development (CPD)</p> <p>Encourage and promote CPD to ensure people are up to date with the latest information and best practices within their physical activity or sport.</p> <p>Safe Recruitment</p> <p>From a Safe Recruitment perspective, if you have requirements for criminal record checks or safeguarding training to be completed after a specific period of time, make sure those checks are completed when they are due.</p>