



**SPORT CHEER WALES**

Safe Recruitment Policy

V2017.1

## Safe Recruitment

When recruiting people who will be working closely with children, it is important that safeguarding considerations are made at all stages of recruitment to ensure you are protecting children's welfare within the club.

There are some special considerations that may be made in order to ensure safeguarding is not affecting the progress of a club or the development of others.

It is essential that the following recruitment and selection procedures are applied without unlawfully discriminating against candidates on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation, and are fully compliant with the Data Protection 1998.

## One off working

Exception can be made for individuals who are working or volunteering at the club as a one off, for a set amount of time. If involvement becomes more regular, then full safeguarding recruitment must be applied.

Exceptions can be given in the following situations;

- People attending the club on work experience or volunteering for DOE / Welsh Baccalaureate purposes. These individuals would ideally be DBS checked to ensure they are safe to work with children, and under no circumstances should they be left unattended with athletes.

- External providers to deliver one off 'Camps' or series of sessions. These providers should still be able to provide you with DBS checks and appropriate paperwork if they are British operated.
- Parents or volunteers helping out as a fundraiser or event – where this is the case, the club should operate a sign in / sign out system for the day and ensure visitors are accounted for and inform safeguarding and welfare officers.

## Parents

A parent who is allowed into your classes solely to support their child (for example a ParaCheer athlete) should not be subjected to recruitment procedures or DBS checks, however if the scope of their role changes from caring solely for their own child, full recruitment procedures must be applied.

## Safe Recruitment Process

The key elements of a robust safe recruitment process will include:

**Preparing Candidate Information** This should include:

- job description that makes reference to the responsibility for safeguarding and promoting the welfare of children;
- person specification ensuring specific reference is made to suitability to work with children;
- application form, which contains appropriate safeguarding sections.

**Attracting Candidates.** This may be done through advertising commonly in the press and on websites. Any publicity must make clear reference to safeguarding and the use of criminal records checks as part of the recruitment process.

**Scrutinising Applications.** The process of analysing application forms with a view of selecting a shortlist and picking up on any discrepancies or anomalies in their paperwork, which may be addressed with the candidate at interview.

**Obtaining References.** References that specifically address the applicant's suitability to work with children should, with consent of the applicant, ideally be taken before interview so that any issues can be addressed at this stage.

**Interview.** In addition to the candidate's suitability for the role, the interview process should investigate the candidate's suitability to work with children.

### **Verifying**

- Applicant's identity;
- Right to work in UK;
- Qualifications;
- Criminal Record Check. An enhanced DBS check must be completed for anyone over the age of sixteen who has not completed a check within the last three years or registered with the DBS Update Service.
- SportCheer Wales coaching membership

**Induction.** The successful candidate should have a period of time where she/he is introduced to the organisation's safeguarding policy and procedures, an assessment of learning needs is conducted and appropriate training, coaching and mentoring are provided to address the identified needs.

**Monitoring and Appraisal.** An employee or volunteer should be provided with regular performance reviews, particularly during the probation period.