

Hurstpierpoint Gymnastics Club

Safer Recruitment Policy

Hurstpierpoint Gym Club is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In this context it is vital that the Club applies recruitment and selection procedures that identify people who are unsuitable to work with children.

The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children for any length of time.

Aims

- To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

Recruitment Procedures

Advertising for Job Position or any role within Gym Club.

In order to ensure safer recruitment Gym Club will:

- Ensure that when a post is advertised the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children, thus deterring unsuitable applicants.
- Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people and explain that the applicant will be subject to a DBS check and professional and character references will be sought.
- Ensure that we include specific reference to suitability to work with children.

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It will be made clear to applicants for posts within Gym Club that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

- Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

Interview Procedures

The interviewing panel should be clear as to what qualities and skills are needed for the applicant to be successful. A standard set of questions and clear structure for recording answers and a scoring strategy will be in place for each interview.

- Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
- Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns. Include a job description when issuing the request for the reference.
- Conduct a face to face interview involving more than one person interviewing (with at least one member of the panel who has completed the safer recruitment training) to explore the candidate's suitability to work with children as well as his/her suitability for the post.
- Verify each candidate's identity. Ask them to bring along photographic ID.
- Verify that the candidate has all the academic or vocational qualifications claimed, check certificates and contact the awarding bodies where necessary.

- Check his/her previous employment history and experience. Investigate any gaps in employment and expect a satisfactory explanation.
- Obtain an enhanced DBS check.

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