

HAZELWOOD SPORTS CLUB

Safe Recruitment

POLICY

Agreed by the Executive Committee March 2025

Introduction

Recruiting new staff or volunteers is an important process for any organization, including sports clubs and facilities. At our sports club, we understand that recruiting the right people is key to ensuring that we provide a safe, secure, and positive environment for all our members and visitors. As such, we are committed to a safe recruitment process that follows best practices and guidelines to ensure that we select the best possible candidates while minimizing any potential risks.

The purpose of this Safe Recruitment Policy is to outline the steps and procedures that we follow to ensure that all staff and volunteers who work with children and vulnerable adults at our sports club are safe, suitable, and properly trained. This policy covers all aspects of the recruitment process, from advertising and application through to selection, vetting, and induction.

We recognize the importance of safeguarding children and vulnerable adults and take our responsibilities very seriously. All staff and volunteers who work with these groups undergo a thorough screening process that includes reference checks, background checks, and appropriate training. We also provide ongoing support and supervision to ensure that everyone working at our sports club understands and adheres to our policies and procedures.

By implementing a safe recruitment process, we aim to create a safe and welcoming environment for all members and visitors, and to ensure that we maintain high standards of professionalism and integrity. We encourage all staff, volunteers, and members to familiarize themselves with this policy, and to help us in our efforts to create a safe and inclusive sports community.

Policy

1. Our sports club is committed to providing a safe and inclusive environment for all members, particularly children and vulnerable adults. As such, we have implemented a safe recruitment policy to ensure that all staff and volunteers are suitable to work with these groups.

2. All staff and volunteers who will be working directly with children or vulnerable adults must undergo a thorough screening process before they can begin their duties. This process will include an application form, references, and an interview.
3. All staff and volunteers who will be working directly with children or vulnerable adults must provide a current and clear DBS (Disclosure and Barring Service) check. The club will also undertake identity checks to ensure the individual is who they say they are.
4. The club will provide safeguarding training to all staff and volunteers who will be working directly with children or vulnerable adults. This training will cover the club's safeguarding policies, signs of abuse and neglect, and how to report concerns.
5. The club will not employ or allow volunteers who have been convicted of any offences against children or vulnerable adults. Any convictions or cautions will be discussed on a case-by-case basis.
6. The club will not employ or allow volunteers who have been barred from working with children or vulnerable adults by the DBS or any other regulatory body.
7. The club will provide clear guidance to staff and volunteers on appropriate behaviour and boundaries when working with children or vulnerable adults. This will include guidance on physical contact, communication, and confidentiality.
8. The club will regularly review and update its safe recruitment policy and procedures to ensure that they remain effective and up to date with any changes in legislation or guidance.
9. Any concerns or allegations of inappropriate behaviour by staff or volunteers towards children or vulnerable adults will be taken seriously and dealt with promptly and appropriately. This may include disciplinary action, suspension, or referral to external agencies.