

**Safer Recruitment Policy**

**Larches Sports and Education Centre**
**Date of Review:** **June 2025
Next Review Due: June 2026
Approved by: Jimmy Moon (Director)**

**1. Purpose and Scope**

This policy sets out the safer recruitment practices for all staff and volunteers working at Larches Sports and Education Centre, which works directly with children aged 11+ who may be at risk, or, experiencing educational or social difficulties. Our aim is to ensure that all children are safeguarded and supported through robust recruitment and vetting processes in line with *Keeping Children Safe in Education (KCSIE)* guidance.

This policy applies to:

* Paid staff (coaches, administrators, support workers)
* Volunteers and sessional workers
* Trustees or board members with any contact or oversight of activities involving children

**2. Commitment to Safeguarding**

We are committed to creating a safe, supportive, and inclusive environment for all children and young people. We understand the particular vulnerability of children who are struggling at school, and we ensure that all our staff and volunteers are trained to safeguard their welfare.

**3. Recruitment and Selection Procedure**

We will apply a structured recruitment process which includes:

**a. Job Descriptions and Person Specifications**

* Clearly outline safeguarding responsibilities.
* Include specific expectations for roles working with children and young people.

**b. Advertising**

* All job adverts will include a safeguarding statement, e.g.
*"****Larches Sports and Education Centre****] is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."*

**c. Application Process**

* Applicants must complete an application form (CVs alone are not accepted).
* Any gaps in employment or education will be explored.

**d. References**

* A minimum of two references will be sought, including one from the most recent employer or volunteering role.
* References will be requested prior to interview where possible.
* We will not accept open references or those provided directly by the applicant.

**e. Interviews**

* Interviews will include specific questions about safeguarding, values, and attitudes toward working with vulnerable young people.
* Any concerns arising from the application or references will be explored further.

**4. Pre-Appointment Checks**

We will undertake the following checks for all staff and volunteers prior to appointment:

* **Enhanced DBS Check with Children’s Barred List** (required for all roles involving regular or unsupervised contact with children).
* **Identity verification**
* **Right to work in the UK**
* **Qualifications (if applicable)**
* **Self-disclosure of criminal history**
* **Prohibition from teaching checks** (if employing anyone with previous teaching background)

No staff or volunteers will begin unsupervised work with children until all checks are complete.

**5. Induction and Training**

All new staff and volunteers will receive a safeguarding induction, including:

* The gym’s safeguarding policy and procedures
* Code of conduct for working with children
* Whistleblowing procedures
* Information on types of abuse, signs of concern, and how to report issues

They will also be required to complete safeguarding training within their first month and refresh it at least annually.

**6. Ongoing Vigilance**

* Staff will be supervised and supported to promote a culture of openness and responsibility.
* The gym will encourage staff and young people to raise concerns and will follow our safeguarding policy if any concerns arise.
* All staff will be subject to regular review and re-checking as required.

**7. Volunteers and Occasional Workers**

* Volunteers who work regularly or unsupervised with children will undergo the same checks as staff.
* Occasional supervised volunteers may not need a DBS check but must not be left alone with children and must follow our safeguarding expectations.

**8. Policy Review**

This policy will be reviewed annually or, sooner if:

* There are changes in legislation (e.g. updates to KCSIE)
* Concerns arise about recruitment practice
* The gym changes its approach to youth provision

**9. Named Safeguarding Lead**

* **Designated Safeguarding Lead (DSL):** Jimmy Moon (Director)
* **Deputy DSL (if applicable):** Nitesh Maru (Tutor)

All recruitment queries or safeguarding concerns during recruitment must be reported to the DSL.