District Sports
Safer Recruitment Policy

Introduction

At District Sports we aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team. The aim of the Safer Recruitment Policy is to help deter, reject or identify people who might abuse or are otherwise unsuited to working with children, young adults and vulnerable adults, by having appropriate recruitment procedures in place.

We are committed to providing the best possible care to the children, young adults and vulnerable groups, and to safeguard and promote welfare of all of these groups. The company is also committed to providing a supportive working environment for all its coaches. District Sports will follow a strict safeguarding procedure to protect all children, young people and elderly in our care and expects all coaches and volunteers to share this commitment.

Recruitment Procedure

All prospective candidates will be asked to apply and fill out forms containing questions about their previous employment and academic history along with their curriculum vitae. Applicants will then be contacted either by email, letter or phone to let them know if they have been successful in reaching the next stage, a phone call interview.
Candidates need to provide:

- Either current driving licence, passport or full birth certificate
- A utility bill or statement, showing name and address within 3 months
- Documentation showing their national insurance number (NI card, P45 or P60)
- Documents confirming any educational or professional qualifications referred to in their application form.
- Eligibility to work in the UK
- Their criminal history (disclosing anything that will show up on a DBS)

Where an applicant claims to have changed his/her name by deed poll, the correct documentation will be requested.
Where possible, references will be checked before the interviewing stage.
During the interview, detailed enquires will be made regarding any gaps in their employment and reason for leaving employment.
Successful candidates will receive a letter stating of 2 satisfactory written references and an enhanced DBS check.

Induction

Once offered a position, the coach will be on one-term probation period, during this time the coach will shadow and assist current coaches in the delivery of a variety of sessions. They may begin to team coach towards the end of this term and by the end of the probation period, new coaches should feel confident and competent to then progress to delivering on their own and take a lead coaching role.
New coaches will not be allowed to deliver sessions on their own until their DBS is completed and it's clear.
New coaches will need to provide evidence of recent and up-to-date training such as safeguarding and Prevent duty and if not, this training will be provided for them.

Enhanced DBS checks

Due to the nature of the work, the company will apply for Disclosure and Barring certificates from the Disclosure and Barring Service (DBS). District Sports will cover the cost of the first check. The company will always request an enhanced disclosure as described below:

- An enhanced disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the rehabilitation of offenders Act 1974) together with any details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
- If the individual is applying for a position working with children, it will also reveal whether he/she is barred from working with children by virtue of his/ her inclusion on the lists of those considered unsuitable to work with children maintained by the DFES and the Department of Health.

The director will regularly monitor any changes to the DBS that may not have been disclosed by the person in question, this is to ensure that all coaches are fit and safe to work with children at all times.

Letter of Assurance

Schools/ organisations will be provided with a letter as formal written notification and assurance that District Sports South has completed all statutory pre-employment, vetting, and safeguarding checks for the above-named individual, who is supplied to work at the school/ organisation.
We confirm that the results of these checks are satisfactory, meet the standards required by UK statutory guidance including ***Keeping Children Safe in Education (KCSIE)***.

We confirm that the following checks have been rigorously carried out by our organization:

- **Identity Check:** Verified (including photographic ID and proof of address).
- **Enhanced DBS Certificate:** Obtained, showing a satisfactory/clear result and the number and date of issue is provided to the school/ organisation prior to the coach attending the session.

- **Children's Barred List Check:** Checked and confirmed clear (formally List 99).
- **Right to Work in the UK:** Verified and confirmed.
- **References:** Two professional/educational references obtained, covering the required employment history.
- **Qualification & Prohibition Checks:** Coaching qualifications verified.
- **Overseas Clearance:** Obtained (if the individual has lived or worked overseas for 6 months or more in the last 5 years).
- **Fitness to Work / Health Declaration:** Completed and verified.

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2. Declaration of Disqualification (Childcare Act 2006)
Where the placement involves working in relevant childcare settings or with children under the age of 8:

- We confirm that we have asked the individual to complete a **Childcare Disqualification Declaration** in accordance with the *Disqualification under the Childcare Act 2006* guidance.
- The individual has formally declared that **they are not disqualified** from working within childcare provision, nor are they subject to any relevant orders, cautions, convictions, or other criteria that would render them disqualified under the legislation.
- We have received a signed copy of this declaration and hold it on file.

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3. Ongoing Obligations and Duty to Inform
We undertake to advise any school or organisation immediately should any subsequent information or changes come to light regarding this individual's vetting status, DBS updates, or disqualification declarations during their placement at your school.
The individual has been instructed to bring their photographic agency identification badge upon arrival and sign in according to your site security protocols.

Anaphylaxis and allergy awareness training, Early Years Childcare disqualification criteria & Level 2 Food Hygiene

The required coaches have completed the up-to-date training needed to work in schools under new guidance. Coaches have self-checked against the Early years childcare disqualification criteria and this is signed annually so they are permitted to work in Early Years provision.

This policy was adopted by: District Sports	Date: 01/09/2026
To be reviewed: July 2027	Signed: Tom Pugh