



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.

Once the coach has received their DBS certificate, they will be permitted to sign up to the update service which is £13.00 annually for the director to 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.

This policy was adopted by: District Sports	Date: 01/09/2024
To be reviewed: July 2025	Signed: Tom Pugh