



Safe Recruitment Policy

Owner :

Date : 23rd August 2022

V.1.0

Document control:

Date	Version	Nature of change(s)

Safe Sport International (SSI) - Safe Recruitment Policy as at 23rd August 2022

Safe Sport International (SSI) is committed to creating a safe working and inclusive environment for staff, trustees, associates, volunteers, partners, and key stakeholders - including children and adults. It complies with the UK National Safer Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process

The aims of the Safer Recruitment policy are to:

- Ensure that SSI applies good practice in safe recruitment
- Ensure that candidates for roles are suitably qualified, competent, and appropriate to fulfil the role
- To provide confidence to partners, sponsors, funders, and members of our community, in SSI's approach to safe recruitment
- To help deter people who might seek to abuse children or adults at risk from applying for roles where they will have access to those vulnerable groups.

Individuals involved in the recruitment and selection of staff, relevant contractors, trustees, volunteers, and associates are responsible for familiarising themselves with and complying with the provisions of this policy. The Policy shall be applied consistently in relation to all staff, trustees, or partners regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

We will advertise for any vacant positions and any adverts and/or job descriptions will refer to any requirements to complete the appropriate DBS check (or similar criminal records check outside the UK). All applicants are required to complete a standard application process to ensure they have all the information they need about our organisation, including the advertised role and to ensure we can assess their suitability for the role. This process will provide us with essential information such as employment history (either paid or voluntary), education background, academic or vocational qualifications. During the application process applicants are asked to confidentially self-disclose any unspent relevant criminal offences or child/adult protection investigations (see NACRO Guidance).

Where the information raises a safeguarding concern, details will be shared with the Board of Trustees. We will take reasonable steps to confirm the applicants' suitability for the role, including verifying qualifications and professional memberships, assessing skills and relevant experience. All applicants will be asked to provide an explanation for any significant gaps or repeated changes in employment history where no reasons have been provided on their application. We may also ask interview questions which are designed to allow candidates to demonstrate the attitudes and values that people working within safeguarding need to have. Applicants will be asked to provide contact details of people willing to act as referees during the application process. References are normally sought after a conditional offer of

employment or engagement has been made, however there may be occasions when we ask applicants for their consent to contact a referee before an offer of employment or engagement has been made. All conditional offers of employment or engagement are subject satisfactory completion of all vetting processes including references.

As part of the induction process all new staff are required to complete an initial probationary period to ensure that their conduct, performance, behaviours, and attendance meet the required standards.

It is essential that SSI follows Safer Recruitment practices to ensure all staff and volunteers are suitable for their role, appropriately vetted and supported by SSI.

As part of Safer Recruitment practice, SSI will consider the following measures:

- Clearly identify the role being recruited for
- Identify the skills and knowledge required for the role
- Interview potential staff and volunteers and explore why they are interested in the role and why they want to be involved in safeguarding
- Collect references from suitable organisations such as employers, community, or sports organisations
- Ask to see certificates and evidence of qualifications
- Supervised trial periods that will enable SSI to see how the individual engages with other staff, trustees, volunteers and partners
- Discuss with the individual any gaps in their skills and knowledge and what training may be appropriate to address these
- Support the individual on an ongoing basis, including 1:1 conversations, check-ins, observations, recognising achievements and training needs.

All organisations working with children and adults at risk have safeguarding responsibilities and clear requirements placed upon them by legislation.

UK legislation exists to ensure safer recruitment practices are followed, including DBS checks for those in regulated activity.

SSI is an equal opportunities employer. We follow the Guidance provided by the National Association for the Care and Resettlement of Offenders (NACRO) regard safe and fair recruitment practice.

<https://www.nacro.org.uk/criminal-record-support-service/support-for-employers/recruiting-safely-and-fairly-guide-a-practical-guide-to-employing-ex-offenders/>