

## Total Gymnastics Academies trading as Beth Tweddle Gymnastics (BTG)

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# 1 Safe recruitment policy

## 1.1 Overview

Safe recruitment requires safeguarding issues to be considered at every stage of the recruitment process for positions involving work with children or young people. Although the vast majority of coaches, volunteers and officials are committed and dedicated and are involved with the sport for commendable reasons, it is vital that all reasonable steps are taken to ensure the safety of all participants by ensuring that any unsuitable people or people who may abuse children and young people are prevented from working within the sport.

Beth Tweddle Gymnastics will apply to following procedures to help ensure that the correct people are recruited to work within the organisation and share Beth Tweddle Gymnastics' values and approach to safeguarding as well as providing a deterrent to anyone who wants to abuse children and young people within the sport. Robust recruitment procedures need to be in place for both paid and volunteer position within Beth Tweddle Gymnastics It's a vital part of creating a safe and positive environment and making a commitment to keeping children and young people safe from harm.

## 1.2 BTG's commitments

### **BTG commit to:-**

- Safeguarding and protecting all children and young people by implementing robust and safer recruitment practices
- Identifying and rejecting applicants who are unsuitable to work with children and young people
- Responding to concerns about the suitability of applicants during the recruitment process
- Responding to concerns about the suitability of employees and delivery team and volunteers once they have begun their role
- Ensuring all new staff and delivery team participate in an induction and will have safeguarding training
- A list of the supporting procedures that accompany the policy
- A date when the policy will come into force and when it will be reviewed

### 1.3 One-off volunteers

One-off volunteers will never be left alone with a group of gymnasts and will only ever have supervised contact with children for a limited time period. This may include:-

- Parents/other volunteers helping out at a club event
- Young people attending for work experience

#### 1.3.1 Procedures

- Signing in and signing out of these individuals is mandatory for the sessions/events that they attend.
- Have an assigned individual to look after these individuals when they are volunteering within the Beth Tweddle Gymnastics organisation.
- If the volunteering becomes more frequent, more than once a month, a recruitment process must be followed.

### 1.4 Parents/Guardians

Any parent/carer who is within the gym for the 1-1 care for their child, can do so without a DBS check. It is in the case of criminal records check, unlawful to apply a recruitment process to parents/carers whose only role is to care for their child.

If a parent is wanting to take a role within Beth Tweddle Gymnastics (other than to provide 1 to 1 care for their child), a full recruitment process will be applied as they will have responsibility for other children and young people within Beth Tweddle Gymnastics.

It is essential that the following recruitment and selection procedures are applied without unlawfully discriminating against candidates on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation, and are fully compliant with the Data Protection 1998.

### 1.5 Safe recruitment processes

The key elements of a safe recruitment process will include:-

#### 1.5.1 Preparing candidate information – this should include:-

- Job description that makes a reference to the responsibility for safeguarding and promoting the welfare of children and young person
- Person specification ensuring reference is made to the suitability to working with children and young people
- Application form, which contains appropriate safeguarding sections. All applicants should be required to complete a standard application form as well as submitting their CV.

#### 1.5.2 Attracting candidates

This may be done in a number of ways including through advertising commonly in the press or on a website or through job recruitment sites. Any publicity must make clear reference to safeguarding and the use of criminal records checks as part of the recruitment process. Safeguarding statement included- “Beth Tweddle Gymnastics is committed to protecting and safeguarding children and young people and that all children have a positive and fun experience with Beth Tweddle Gymnastics. Anyone recruited to work or volunteer with Beth Tweddle Gymnastics must be committed to the same values.”

#### 1.5.3 Scrutinising Applications

The process of analysing all of the applications made and ensuring any anomalies and discrepancies are identified and addressed at the interview should the candidate reach the interview stage. This due diligence can include online searches of the applicant.

#### 1.5.4 Obtaining References

References that are specific to the job role and their suitability for that role. Ideally references taken before the interview so that issues can be addressed during that stage. Additional information can be requested during the interview stage to clarify information contained in the application form and CV.

An applicant who does not agree to their current employer being approached should be advised that in the event that they are the preferred candidate for the job, they will be required to address any issues raised by the current employer before their appointment is confirmed.

#### 1.5.5 Interview

In addition to the candidates' suitability for the role, during the interview stage, the candidate's suitability for working with children and young people will be investigated. Candidates should bring with them proof of their identity and right to work in the UK and proof of any qualification that they hold (including coaching qualification, first aid and safeguarding). A copy of all documents used to verify qualifications and identify will be kept on the individual's file

Interview panel - The people on the interview panel must have the necessary authority to make decisions about the appointment. Criteria will be agreed by the panel before the interview in accordance with the job description. Notes of the interview questions, will be collated by the panel and stored by HR. It is advised for full time employed roles, that there are 2 interviewees to allow for a full assessment of the candidate's responses.

Part of our interview process is a practical element involving children and this will be arranged at a location and time suitable for both parties.

- Children may be involved in the interview process where the role will have a high level of responsibility for children's care e.g. gymnastics coaching
- Considerations will be taken where children will be involved e.g. the role the child will take in the process and all safeguarding procedures and policies will be in place to ensure the child's safety at all times. The individual undertaking the practical interview will never be left unsupervised with the children.

#### 1.5.6 Verifying

All candidates will be asked to provide the following documents for review.

- Applicant's identity (original identity documents must be provided and an identification process carried out)
- Right to work in the work
- Qualifications
- Criminal record check (An enhanced DBS check must be completed for anyone over the age of 16)

Overseas candidates – A DBS criminal records check may not highlight all of the relevant information for any candidate who has been resident in a foreign country. The DBS website provides information on the current advice on which countries are able to provide a check and the procedure required. Non-UK vetting must also occur on British passport holders who have lived abroad for the past 5 years.

#### 1.5.7 Confirming the appointment

Once a decision has been made to employ or invite someone to take a voluntary role, an offer letter should be sent out. This letter should state full details and requirements of the position and any probation period if appropriate. The applicant should be informed that this is subject to a satisfactory criminal records check and references check. Prior to receipt and approval of the criminal records check, the individual may be permitted to undertake a role which is supervised at all times by a Beth Tweddle Gymnastics Staff/delivery team member for a maximum of 6 weeks.

#### 1.6 Induction

The successful candidate will be introduced in the Beth Tweddle Gymnastics organisation through an induction process. This will include a cultural induction. Individuals will be given all of the organisation's policies including the safeguarding policy to ensure they are fully aware of all policies. This will also include all training required. Clarification of roles, responsibilities and considerations of expectation will be highlighted.

## 1.7 Monitoring and appraisal

All staff will be provided with regular performance reviews. All staff will be given the opportunity to receive feedback through a formal appraisal and will be offered at regular intervals. This will also allow for learning opportunities to be identified, targets set and reviews and consider any concerns.