

Ballers Academy - Safer Recruitment Policy 2023

1. Introduction

1.1 Ballers Academy is committed to providing a safe and secure environment for all participants in our sports and mentoring programs. As part of this commitment, we have established a Safer Recruitment Policy to ensure that all individuals who work or volunteer with us are carefully and effectively recruited, with a focus on safeguarding children, young people, and vulnerable individuals.

2. Purpose and Scope

2.1 This policy outlines the procedures and principles that Ballers Academy will follow during the recruitment process to:

- Attract suitable and competent individuals to join our team.
- Prevent unsuitable individuals from engaging in work or volunteering roles that involve children, young people, or vulnerable individuals.
- Identify and reject applicants who may pose a risk to the well-being of our participants.

2.2 This policy applies to all staff, volunteers, and contractors who will have contact with children, young people, or vulnerable individuals during their role at Ballers Academy.

3. Recruitment Principles

3.1 Ballers Academy is committed to ensuring that all recruitment processes are conducted in accordance with UK Employment Law, NSPCC guidelines, and other relevant legislation.

3.2 We believe in treating all applicants fairly and impartially, assessing them based on their qualifications, skills, and suitability for the role.

3.3 Any staff member involved in the recruitment process must declare any close personal or familial relationships they have with an applicant to ensure transparency and impartiality.

4. Roles and Responsibilities

4.1 The Board of Directors will:

- Ensure that Ballers Academy maintains effective policies and procedures for the safe and fair recruitment and selection of staff, volunteers, and contractors.
- Ensure that relevant staff and trustees receive appropriate training in safer recruitment practices.

4.2 The Senior Leadership Team will:

- Be responsible for the implementation of safe and equitable recruitment and selection procedures, regularly reviewing and updating them to align with changes in legislation and statutory guidance.
- Ensure that all necessary checks, including DBS checks, are conducted on staff, volunteers, and contractors.
- Monitor contractors' and agencies' compliance with this policy.
- Promote the safety and well-being of children, young people, and vulnerable individuals throughout the recruitment process.

5. Delegation of Appointments and Selection Panels

5.1 The Board of Directors delegates the authority to offer employment for all positions to the Senior Leadership Team and Heads of Programmes. Selection panels will comprise a minimum of two people, with at least one member having completed Safer Recruitment Training, in accordance with statutory requirements.

6. Advertising

6.1 Ballers Academy will advertise all vacant positions to ensure equal opportunity and attract a diverse pool of candidates. While external advertising is the default, internal advertising may occur when there is a reasonable expectation of qualified internal candidates or staff are at risk of redundancy.

6.2 All job advertisements, whether for paid or unpaid roles, will include the statement: "Ballers Academy is committed to safeguarding and promoting the welfare of children, young people, and vulnerable individuals and expects all staff and volunteers to share this commitment."

6.3 Successful candidates will be required to meet the person specification and undergo pre-employment checks, including enhanced DBS checks and satisfactory references.

7. Information for Applicants

7.1 Ballers Academy will provide all applicants with the following information:

- A comprehensive Job Description outlining the duties of the position and a Person Specification.
- Relevant information about the charity and the specific role.
- References to the Child Protection Policy, Safeguarding Policy, Safer Recruitment and Selection Policy, DBS checks, and other pre-employment requirements.
- Terms of employment, including salary details.
- The application deadline.

8. Shortlisting and Reference Requests

8.1 The selection panel will shortlist applicants against the Person Specification, consistently applying selection criteria.

8.2 During the selection stage, two references will be sought, including one from the candidate's current/most recent employer, to probe any discrepancies.

8.3 References will be verified, and any discrepancies or areas of concern will be discussed with the candidate during the interview.

9. Interviews

9.1 The selection panel will agree on the interview format before conducting face-to-face interviews.

9.2 All interviews will include an exploration of the candidate's understanding of child safeguarding issues.

9.3 The interview will also encompass a discussion of any relevant convictions, cautions, or pending prosecutions declared by the candidate.

9.4 Recruitment documentation will be retained in compliance with GDPR legislation, and applicants have the right to access notes written about them.

10. Pre-Appointment Checks

10.1 An offer of employment, including for candidates with international experience, is conditional upon satisfactory completion of pre-employment checks, including:

- Verification of identity through current photo ID and proof of address.
- An enhanced DBS check with barred list information if the candidate will engage in regulated activity.
- A separate barred list check if required and confirmed by a risk assessment.
- Verification of the candidate's right to work in the UK.
- Additional checks for candidates with international experience, including information on sanctions or restrictions imposed by EEA professional regulating authorities.
- Verification of professional qualifications with original certificates, as appropriate.

10.2 All checks will be documented, retained on the personnel file, recorded on Ballers Academy's Single Central Record, and followed up if unsatisfactory or if discrepancies arise.

11. Offer of Employment

11.1 An offer of employment and its acceptance by the candidate are binding, subject to satisfactory completion of pre-employment checks and references.

11.2 Successful candidates will receive an offer letter outlining this requirement.

11.3 Recruitment and selection information for the successful candidate will be securely and confidentially retained for the duration of their employment with Ballers Academy.

12. Start of Employment and Induction

12.1 All pre-employment checks must be completed before the employee commences work.

12.2 New employees will receive an induction program that covers relevant charity policies, including safeguarding, child protection, whistle-blowing, and safe working practices.

13. Volunteers

13.1 Volunteers will undergo appropriate DBS and pre-start vetting checks, and regular volunteers will provide details of two referees. Occasional volunteers will be supervised in accordance with legislation.

14. Contractors

14.1 Contractors and their employees working at Ballers Academy will undergo the required DBS checks if necessary. Contractors and their staff will be identified and checked for identity.

15. Policy Review

15.1 This policy will undergo regular review and updates to align with changes in legislation and statutory guidance.

Date of Policy: October 2023

Policy Review Date: October 2025