



Sportainment Safer Recruitment Policy

Effective from: 05 January 2026

Review date: 05 January 2027

Sportainment is committed to safeguarding and promoting the welfare of children and young people. We recognise that safer recruitment is essential to preventing abuse and ensuring that only suitable, appropriately vetted individuals work or volunteer with us.

This policy applies to all staff, volunteers, trustees, contractors, and anyone engaged in regulated or non-regulated activity on behalf of the charity.

1. Legal and Regulatory Framework

Our safer recruitment practices comply with:

- UK GDPR and the Data Protection Act 2018
 - The Children Act 1989 and 2004
 - Working Together to Safeguard Children
 - Keeping Children Safe in Education (as best practice guidance)
 - Charity Commission safeguarding expectations
 - Rehabilitation of Offenders Act 1974 (Exceptions Order)
 - Safeguarding Vulnerable Groups Act 2006
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2. Principles of Safer Recruitment

We are committed to:

- Deterring unsuitable individuals from applying
 - Identifying and rejecting unsuitable candidates
 - Creating a culture of vigilance and accountability
 - Ensuring fairness, transparency, and equality
 - Maintaining clear, auditable recruitment processes
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3. Planning and Advertising Roles

Before recruitment begins, we:

- Review the role to determine safeguarding responsibilities
 - Decide whether the role is regulated activity
 - Prepare a clear role description and person specification
 - Include safeguarding responsibilities in all adverts
 - State that an enhanced DBS check may be required
 - Highlight our commitment to safeguarding and safer recruitment
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4. Application Process

All applicants must complete:

- A standardised application form
- A declaration of criminal convictions, cautions, or investigations
- A statement explaining their suitability to work with young people

We do not accept CVs alone for roles involving children or young people.

5. Shortlisting

Shortlisting is carried out by at least two people. We:

- Assess applications against the person specification
 - Look for unexplained gaps in employment or volunteering
 - Flag inconsistencies or concerning patterns for follow-up
 - Record decisions and reasons for shortlisting
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6. Interviews

Interviews are conducted by at least two trained staff or trustees. Interviews include:

- Questions exploring motivation to work with young people
- Questions assessing attitudes, values, and boundaries
- Scenario-based safeguarding questions
- Discussion of any gaps or concerns from the application

Candidates must bring proof of identity and right to work (where applicable).

7. Pre-Appointment Checks

Before any appointment is confirmed, we complete:

Enhanced DBS Check

- Required for all roles involving regulated activity
- May include a check of the children's barred list
- Must be renewed in line with organisational policy

References

- At least two references, including the most recent employer or volunteer supervisor
- References must be verified and checked for safeguarding concerns
- Open references or "to whom it may concern" letters are not accepted

Identity and Right to Work

- Passport, driving licence, or other approved documents
- Proof of address

Qualifications and Training

- Verification of any qualifications essential to the role

Self-Disclosure

- A signed declaration of criminal history and suitability

No individual may begin regulated activity until all checks are complete.

8. Induction

All new staff and volunteers receive an induction that includes:

- Safeguarding training appropriate to their role
- Code of conduct and behaviour expectations
- Policies on whistleblowing, health and safety, and data protection
- Role-specific guidance and supervision arrangements

Induction must be completed before unsupervised work with young people begins.

9. Ongoing Monitoring and Support

We maintain safer recruitment standards through:

- Regular supervision and reflective practice
- Annual safeguarding refresher training
- Monitoring of conduct, boundaries, and performance
- Clear reporting routes for concerns about adults

- Periodic DBS rechecks in line with organisational policy
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10. Managing Allegations or Concerns About Staff or Volunteers

Any concern, allegation, or disclosure involving an adult working with the charity is:

- Reported immediately to the Designated Safeguarding Lead
- Managed in line with our safeguarding policy
- Referred to the Local Authority Designated Officer (LADO) where appropriate
- Recorded accurately and confidentially

We may suspend or restrict duties while concerns are investigated.

11. Record Keeping

We securely store:

- Application forms
- Interview notes
- DBS results (date and reference number only)
- References
- Training records
- Induction checklists

Records are kept in line with data protection and retention policies.

12. Review of Policy

This policy is reviewed annually or sooner if:

- Legislation changes
 - Safeguarding guidance is updated
 - Learning from incidents or audits indicates improvements are needed
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