

Safer Recruitment Policy

P&E Sports Lettings LTD



Last Reviewed	May 2026
Next Review	May 2027

Safer Recruitment Policy (Recruitment & Selection)

1. POLICY STATEMENT

P&E Sports Lettings Ltd ("P&E Sports") is committed to safeguarding and promoting the welfare of children, young people and adults at risk. We recognise our responsibility to recruit, employ and retain individuals who share this commitment and who are suitable to work in environments where children and vulnerable individuals may be present.

The Company is committed to conducting recruitment and selection processes in a safe, fair, transparent and consistent manner, free from unlawful discrimination and in accordance with safeguarding legislation, employment law and best practice guidance.

This policy aims to:

- Promote safer recruitment practices.
- Deter unsuitable individuals from obtaining employment or engagement with the Company.
- Ensure robust pre-employment checks are completed.
- Protect children, young people, adults at risk, employees and customers.
- Ensure compliance with relevant legislation and safeguarding guidance.

P&E Sports will ensure that all recruitment decisions are based on merit, suitability for the role, safeguarding considerations and operational requirements.

2. SCOPE

This policy applies to:

- Permanent employees
- Casual and zero-hour workers
- Temporary workers
- Agency workers
- Contractors
- Volunteers
- Apprentices
- Consultants/Contractors engaged by the Company

The policy applies to all recruitment, promotion, transfer and appointment processes.

3. LEGISLATIVE FRAMEWORK

This policy is informed by and operates in accordance with:

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Rehabilitation of Offenders Act 1974
- Data Protection Act 2018
- UK GDPR
- Equality Act 2010
- Children Act
- Working Together to Safeguard Children
- Keeping Children Safe in Education (where applicable)
- Disclosure and Barring Service (DBS) guidance

4. RECRUITMENT PRINCIPLES

P&E Sports will:

- Recruit the most suitable person for the role.
- Apply recruitment procedures consistently.
- Treat all applicants fairly and without discrimination.
- Promote equality, diversity and inclusion.
- Take safeguarding responsibilities into account throughout recruitment.
- Conduct appropriate vetting and pre-employment checks.
- Ensure individuals involved in recruitment understand safer recruitment principles.

Any employee involved in recruitment who has a personal, financial or professional conflict of interest must declare this immediately to the Directors.

5. ADVERTISING VACANCIES

All job advertisements will include, where appropriate:

- Job title.
- Location.
- Salary or pay rate.
- Contract type.
- Key responsibilities.
- Essential qualifications and experience.
- Safeguarding responsibilities/statement
- DBS requirements.
- P&E Sports' safeguarding commitment.

The following safeguarding statement may be included:

"P&E Sports Lettings Ltd is committed to safeguarding and promoting the welfare of children and adults at risk. All appointments are subject to satisfactory safeguarding, DBS and pre-employment checks."

Safeguarding is a fundamental requirement of this role, and all appointments are subject to enhanced DBS checks and continued commitment to safeguarding practices.

Advertisements will avoid wording that could unlawfully discriminate against any individual or group.

6. JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

Each vacancy will have a clear job description and person specification setting out:

- Main duties and responsibilities.
- Required qualifications.
- Experience requirements.
- Skills and competencies.
- Safeguarding responsibilities.
- DBS requirements where applicable.

7. APPLICATION PROCESS

Applicants will be required to complete the Company's application process/screening questions where applicable.

Applications may require:

- Personal details.
- Employment history.
- Educational history.
- Qualifications.
- Professional memberships.
- References.
- Relevant safeguarding declarations.
- Explanation of employment gaps where applicable.

Where a CV is submitted, it may be used to support but not replace the Company's recruitment requirements.

Applicants may be required to explain:

- Gaps in employment.
- Frequent job changes.
- Career breaks.
- Relevant disciplinary matters.

8. SELF-DISCLOSURE OF CRIMINAL RECORDS

Where appropriate, applicants will be required to complete a self-declaration regarding:

- Criminal convictions.
- Cautions.
- Reprimands.
- Final warnings.
- Safeguarding investigations.
- Relevant regulatory findings.

Failure to disclose relevant information may result in:

- Withdrawal of an offer of employment.
- Disciplinary action.
- Termination of employment.

Each disclosure will be considered individually and fairly and will be renewed annually.

However, this will be noted that a criminal record does not automatically prevent employment.

9. SHORTLISTING

Shortlisting should normally be undertaken by at least two individuals where relevant. The Company will assess applicants against the person specification and role requirements.

Once the selections are done, the decisions will be documented and retained.

10. ONLINE SEARCHES

As part of due diligence, P&E Sports may conduct publicly available online searches on shortlisted candidates where appropriate.

Information identified during such searches may be explored with candidates during interview. Any information considered will be relevant, proportionate and assessed fairly.

11. REFERENCES

Applicants will normally be required to provide at least two references.

References may be obtained:

- Prior to interview; or

- Following a conditional offer.

References will normally seek information regarding:

- Employment history.
- Conduct.
- Suitability for the role.
- Safeguarding concerns where relevant.

Offers of employment remain conditional upon satisfactory references. In certain cases the individual might start the employment while we are in the process of completing the reference check.

12. INTERVIEW PROCESS

Interviews will normally be conducted by at least two representatives of the Company where relevant.

Interview questions may explore:

- Experience.
- Qualifications.
- Employment history.
- Motivation for the role.
- Safeguarding awareness.
- Suitability to work with children or adults at risk.
- Any employment gaps.
- Any disclosed criminal history.

Interview notes will be retained in accordance with Company procedures.

13. CONDITIONAL OFFERS OF EMPLOYMENT

All offers of employment are conditional upon satisfactory completion of relevant pre-employment checks.

These may include:

- Identity verification.
- Right to work checks.
- DBS checks.
- Barred List checks (where relevant)
- Reference checks.
- Qualification checks.
- Overseas criminal record checks where applicable.
- Any additional checks deemed necessary.

The Company reserves the right to withdraw any offer where checks are unsatisfactory.

14. DBS AND BARRED LIST CHECKS

P&E Sports conducts DBS checks where required by legislation, safeguarding guidance and operational necessity.

Regulated Activity

Individuals engaged in regulated activity with children or adults at risk must complete:

- Enhanced DBS Check.
- Relevant Barred List Check.

These checks must be completed before commencement of duties.

Non-Regulated Activity

Where roles require safeguarding checks but do not constitute regulated activity, individuals may be required to complete:

- Enhanced DBS Check.

The Company will periodically review roles to determine the appropriate level of DBS check required.

DBS renewals may be required periodically and generally every three years where applicable.

15. OVERSEAS CRIMINAL RECORD CHECKS

Applicants who have lived or worked overseas may be required to provide:

- Overseas criminal record certificates.
- Certificates of good conduct.
- Additional verification documentation.

The level of checking required will depend on individual circumstances.

16. POSITIVE DBS DISCLOSURES AND RISK ASSESSMENTS

Where a DBS certificate reveals criminal history, safeguarding information or other relevant matters, the Company will undertake an individual risk assessment.

Factors considered may include:

- Nature of the offence.
- Relevance to the role.
- Time elapsed.
- Pattern of behaviour.
- Age at the time of the offence.
- Evidence of rehabilitation.
- Safeguarding risks.
- Whether the role involves regulated activity.
- Information provided by the individual.

The Company may:

- Continue employment.
- Continue employment with safeguards.
- Withdraw an offer.
- Reassign duties where appropriate.
- Take any action considered necessary to protect children, adults at risk and the organisation.

Risk assessments will be documented and retained securely.

17. AGENCY WORKERS, CONTRACTORS AND THIRD PARTIES

All agencies and contractors engaged by P&E Sports must comply with safeguarding and DBS requirements.

The Company reserves the right to request evidence of:

- DBS checks.
- Barred List checks.
- Identity verification.
- Right to work checks.

Where concerns arise, P&E Sports may require immediate removal of an individual from site.

18. INTERNAL RECRUITMENT AND PROMOTION

The Company supports internal career progression. Employees applying for internal opportunities will be assessed fairly and consistently.

Additional safeguarding checks may be required where an employee moves into a role involving:

- Increased safeguarding responsibilities.
- Regulated activity.
- Greater access to children or adults at risk.

19. INDUCTION AND PROBATION

All new employees will complete an induction programme.

Induction may include:

- Safeguarding training.
- Company policies.
- Health and safety procedures.
- Operational procedures.
- Role-specific training.

Employees will normally be subject to a probationary period during which conduct, attendance and performance will be reviewed.

20. EQUALITY, DIVERSITY AND REASONABLE ADJUSTMENTS

P&E Sports is committed to equality of opportunity and compliance with the Equality Act 2010.

Reasonable adjustments will be considered throughout:

- Recruitment.
- Assessment processes.
- Interviews.
- Employment.

Applicants and employees are encouraged to notify the Company/HR of any adjustment requirements. Requests will be considered fairly and sensitively.

21. RECORD KEEPING AND DATA PROTECTION

The Company will maintain appropriate recruitment records including:

- Applications.
- Interview notes.
- References.
- DBS information.
- Risk assessments.
- Recruitment decisions.

Information will be stored securely and processed in accordance with the mentioned policies and access will be restricted to authorised personnel only.

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- Data Protection Act 2018.

- UK GDPR.

22. SAFEGUARDING RESPONSIBILITIES

P&E Sports operates sports and leisure facilities, including facilities located within or connected to educational settings.

The Company recognises that children may be present within these environments and will take reasonable steps to safeguard all individuals using its facilities.

Appropriate supervision, safeguarding procedures, staff training and risk assessments will be implemented where necessary.

23. SAFEGUARDING CONTACTS

Senior Safeguarding Lead

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Deputy Safeguarding Lead

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24. MONITORING AND REVIEW

This policy will be reviewed annually or sooner where:

- Legislation changes.
- Regulatory guidance changes.
- Operational requirements change.
- Safeguarding incidents indicate review is necessary.