



RECRUITMENT POLICY

yoursport.org

1. Policy Statement and Principles

Your Sport Solutions is committed to the principles of **Safer Recruitment**, ensuring that all staff and volunteers who work with children and young people are suitable for their roles. The recruitment process is designed to attract the best candidates while rigorously screening out those who are unsuitable to work with children.

Our recruitment practices will adhere to:

- The principles of **Equality, Diversity, and Inclusion** (as detailed in our EDI Policy).
- The legal requirements of the **Disclosure and Barring Service (DBS)** and the requirement for checking suitability to work with children.
- The statutory duty to safeguard and promote the welfare of children.

2. Scope and Application

This policy applies to the recruitment, selection, and appointment of all paid staff, contracted personnel, and volunteers who work with or have access to children and young people in any capacity within Your Sport Solutions' programmes.

3. Key Stages of the Recruitment Process

A. Job Description and Person Specification

- All roles must have a detailed **Job Description** outlining duties and responsibilities.
- A **Person Specification** must clearly define the required skills, qualifications, experience, and competencies.
- Crucially, all Person Specifications must explicitly state the organisation's commitment to safeguarding and specify the mandatory requirements for relevant **safeguarding training** and a satisfactory **Enhanced DBS check**.

B. Advertising and Application

- All recruitment advertisements must include a statement confirming Your Sport Solutions' commitment to safeguarding and protecting children and the requirement for pre-employment checks.
- The application process will require candidates to complete an **Application Form** (CVs alone are not accepted). This form must include a section requiring applicants to declare any previous disciplinary action or criminal convictions that are not legally protected (unspent convictions).
- The application form will require the full history of employment or voluntary work and a full explanation for any gaps in employment.

C. Shortlisting

- Shortlisting will be conducted by at least **two trained individuals**.
- The process will be evidence-based, using only the criteria outlined in the Person Specification.
- Any unexplained gaps in employment history, discrepancies, or issues arising from the application form will be noted and explored during the interview.

D. Interviews

- Interviews will be conducted by a panel of at least **two interviewers**, one of whom will have **Safer Recruitment training**.
- Interview questions will be consistent for all candidates and will include questions specifically designed to assess the candidate's attitude towards **safeguarding, professional boundaries, and child protection**.

4. Essential Vetting and Pre-Employment Checks

No individual will commence a role (paid or voluntary) with contact with children until *all* mandatory vetting checks have been satisfactorily completed and documented.

Check	Requirement	Purpose
Identity Check	Verification of proof of identity (e.g., passport, driving licence).	To confirm the individual's identity and right to work.
Enhanced DBS Check	Mandatory check against the criminal record system and, where applicable, the children's barred list.	To ensure the individual is not barred from working with children (Regulated Activity).
References	A minimum of two professional references will be sought directly by the organisation.	To gain information about the candidate's suitability, conduct, and professional relationships. One must be from the most recent employer involving work with children.
Verification of Qualifications	Checking original certificates of essential qualifications (e.g., coaching awards, First Aid).	To confirm the candidate possesses the required competency for the role.
Right to Work	Confirmation of the candidate's legal right to work in the UK.	To comply with UK immigration law.
Medical/Health Declaration	A confidential declaration to ensure the individual is physically and mentally fit to perform the duties of the role, including any necessary reasonable adjustments.	To comply with Health and Safety and EDI commitments.

5. Managing DBS Checks and Disclosures

- All successful candidates for roles defined as **Regulated Activity** will be required to obtain a new Enhanced DBS check with a check of the relevant barred list.
- A DBS certificate that reveals information does not automatically mean a candidate is unsuitable. A robust process will be followed:
 - The information will be reviewed confidentially by the Senior Management and the Safeguarding Lead.
 - The candidate will be given an opportunity to discuss the relevance and context of the information.
 - A risk assessment will be conducted to determine the candidate's suitability, focusing always on the **welfare of the children**.
 - Records of this decision-making process will be maintained securely.

6. Induction and Probation

- All new staff and volunteers must undergo a comprehensive **Induction Programme** before commencing work. This must include:

- Thorough review of the Safeguarding Policy, Code of Conduct, and Health and Safety Policy.
- Introduction to the Designated Safeguarding Lead (DSL) and the reporting procedure.
- All new employees will be subject to a **probationary period** (e.g., 3-6 months), during which performance and adherence to all company policies, especially those relating to safeguarding and professional boundaries, will be closely monitored.

7. Volunteers and Contractors

- **Volunteers:** Will be subject to the same rigorous DBS, reference, and identity checks as paid staff.
- **Contractors (e.g., outside cleaning, maintenance):** Where contractors may have unsupervised access to children or participant data, they must provide evidence that their own staff are suitably vetted (e.g., holding valid DBS checks) or they must be closely supervised by Your Sport Solutions staff at all times.

8. Policy Review

This Recruitment, Selection, and Vetting Policy will be reviewed and approved by the Senior Management team **annually** or following any changes to legislation or best practice guidance relating to safer recruitment.