



SAFE RECRUITMENT POLICY



Safe Recruitment Policy

1. Recruiting and Selecting Personnel

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff, freelancers and volunteers. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

2. Controlling Access to Children

- All staff, contractors and volunteers should complete an application form. The application form will elicit information about the applicant's past and a self-disclosure about any criminal record.
- Consent should be obtained from the applicant to seek information from a DBS check, police check or other relevant background checks as applicable in the applicant's country.
- Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact. If the coach is under 18, this could be a teacher/school reference
- Evidence of identity (passport or driving licence with photo)

3. Interview and Induction

All employees, contractors and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on self-disclosures, and a DBS check if applicable to their role on staff
- All qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to Beas Cheerleading's Code of Conduct
- Child Protection Procedures/Safeguarding is explained and training needs identified e.g. basic child protection awareness, First Aid training, Concussion course training etc



4. Training

In addition to pre-selection checks the safeguarding process should include training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child/Adult at Risk
- Work safely and effectively with children/Adults at Risk
- All employees, volunteers, coaches and Designated Safeguarding Lead to undertake relevant training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person

We highly recommend the following video from the NSPCC and Safer Dance to assist with your safe recruitment: <https://youtu.be/bqZnBHfgES8>