

Safer Recruitment Policy

Purpose

- 1.1. The purpose of this policy is to define Progressive Sports strategic approach to recruitment and selection activity and to establish a consistent framework for the application of these activities.
- 1.2. The company recognises that safeguarding and promoting the welfare of children and young people is an essential factor in the recruitment and selection process and is crucial in creating safe environments for children and young people. Progressive Sports are committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are given to the most suitable candidate.
- 1.3. The aims of this policy are to:
 - **Attract and appoint the highest calibre of applications;**
 - **Ensure safe and equitable recruitment and selection is conducted at all times;**
 - **Deter, identify and reject prospective applicants who are unsuitable for work with children or young people.**
- 1.4. This document is available to all members of Progressive Sports and to any prospective applicants.

2. Equal opportunities

- 2.1. Progressive Sports are committed to providing equality of opportunity at all stages of the recruitment and selection process and ensuring that all candidates are treated fairly and lawfully throughout the process. Shortlisting, interviewing and selection will always be carried out with regards to equality, discrimination and all relevant legislation.
- 2.2. All disabled applications who indicate that they consider themselves to have a disability on their application and who meet the minimum criteria for the role will be guaranteed an interview.
- 2.3. Reasonable adjustments to the recruitment process will be made to ensure that no application is at a disadvantage due to their disability.

2.4. Recruitment and selection activities will be undertaken inline with Progressive Sports equalities policy.

3. Planning for recruitment

3.1. Prior to undertaking recruitment activity for vacancies, the senior leadership team will ensure there is a review of the job description and person specification and ensure that this document is an accurate reflection of the role available.

3.2. The senior leadership team will make a determination as to whether a role is to be filled on a permanent, fixed term, temporary or any other basis.

4. Advertising vacancies

4.1. It will be normal practice for all vacancies to be advertised unless there is a good reason not to do so. Advertisement may be either internally or externally, depending on the type of vacancy, the nature of which the contract exists and the current nature of the recruitment market. When advertising externally, Progressive Sports will ensure that school staff are aware, to allow current members of staff to apply, should they wish to.

4.2. Senior leadership roles will be advertised unless there is good reason not to. Where the decision is taken not to advertise the decision will be minuted.

4.3. Advertisements will include a safeguarding statement, highlighting Progressive Sports commitment to child safeguarding in an effort to deter any unsuitable candidates, an equal opportunities statement and a statement regarding the declaration of convictions, under the Rehabilitation of Offenders Act 1974 (as amended), along with the necessary information needed to attract suitable candidates to the post.

5. Shortlisting and selection processes

5.1. The shortlisting and interview panels will normally be made up of the same members of staff to ensure consistency and fairness.

5.2. During the shortlisting process all applications will be assessed equally against the same criteria, without exception or variation. All applications will be carefully scrutinised and any such concerns will be taken up with the candidate at interview and will be satisfactorily resolved before any firm offer of employment is made.

5.3. References will be requested prior to interview, to enable the senior leadership team to compare the information received against the candidate's CV and answers at interview, as well as any discrepancies to be explored at interview.

5.4. The selection process for shortlisted candidates will, as a minimum, consist of a face to face selection interview and a classroom or activity based observation.

6. Outcome of selection process

- 6.1. A selection decision will be made based on a fair and thorough assessment of the skills and abilities demonstrated by all the candidates against the requirements of the job description during the selection process.
- 6.2. Any offer of employment made to the preferred candidate will be made conditionally, in writing, subject to satisfactory completion of pre employment checks (in line with point 7).

7. Pre-employment checks

- 7.1. Progressive Sports recognises its statutory responsibility to carry out pre-employment checks for all new staff as well as well to update internal staff databases prior to new staff commencing employment.
- 7.2. The selection panel will act reasonably in making decisions about the suitability of prospective employees based on checks and evidence, which may include the following where appropriate: DBS checks, barred list checks, prohibition checks, right to work and identity checks, together with health declaration, references, application forms, interview information and checks of relevant qualifications.
- 7.3. The selection panel will assess all information gathered through these pre-employment checks and any unsatisfactory pre-employment checks may results in the withdrawal of a conditional offer of employment.
- 7.4. The candidate will not normally commence employment until all relevant pre-employment checks have been completed and must not start until at least the candidates identity and right to work in the UK have been established. In exceptional circumstances, the Managing Director may determine to allow an individual to commence employment in regulated activity prior to the receipt of a DBS check. In these circumstances, all other checks, including a separate barred list check where appropriate, must have been completed. A risk assessment will also be carried out to determine whether other safeguarding measures may need to be put in place.
- 7.5. For volunteers Progressive Sports will undertake appropriate checks in line with guidance provided.
- 7.6. Individuals who have lived or worked outside of the UK will be subject to the same pre-employment checks as all other staff. In addition, further appropriate checks, such as an overseas police check, will be made as necessary.

8. Offers of employment

- 8.1. Offers made prior to satisfactory completion of pre-employment checks must be made on a conditional basis. Conditional offers must then only be confirmed once all pre-employment checks have been satisfactorily completed.

8.2. Contracts of employment will be received by the individual within 8 weeks of the first day of their employment and therefore pre-employment checks are required to be satisfactorily completed within 8 weeks.

9. Retention of recruitment records

9.1. For unsuccessful applicant, all paperwork gathered as part of a recruitment exercise will be kept confidentially and securely in accordance with the Data Protection Act 1998, for a period of 12 months after the interview date to ensure that if any claims are raised Progressive Sports is able to rely on its records to justify the position and judgement.

9.2. For staff appointed to work for Progressive Sports, information gathered through the recruitment process will be used to form part of the employee's personnel file.