



**Broomfield Park Swimming Club**  
**Recruitment policy for staff [voluntary and paid] who work with children.**

Broomfield Park follows the Swim England Recruitment Policy for all recruitment.

In the recruitment of paid staff and volunteers, the wellbeing of all children should be paramount. BPSC is committed to providing a safe environment for children in our organisations and the requirements of the recruitment process outlined below will assist organisations to ensure best practice is implemented to protect children whenever a volunteer is appointed. This document is to provide consistency when appointing staff and volunteers. It is important that all reasonable steps are taken to ensure that all individuals working, either paid or unpaid, are appropriate and able to work with children and young people.

Broomfield Park will ensure those appointed to the Club are of the highest standard, have good practices, and motivated to enrich the clubs ethos.

The club recognises that safe recruitment practices are an essential part of creating a safe environment for children and effective recruitment and selection procedures benefit everyone. They will ensure that staff and volunteers have clearly defined roles and responsibilities, which will have a positive impact on children. Parents, can be assured that all possible measures are being taken to ensure only suitable people will be recruited to work with their children. We will ensure that all staff working in the club are suitable vetted and have enhanced DBS's.

### Role profile

The relevant person(s) in the organisation should draw up a "role profile" or job description in order to identify the main responsibilities of the job that is being recruited for. They will need to clearly identify the skills and experience required to fulfil the role and draw up a person specification.

A recruitment process must also be developed by each organisation to ensure every applicant is treated in a fair and consistent manner.

### Application form

These are essential inclusions within the advertisement:

- A statement that the role involves working with persons under the age of 18.
- The job description/role.
- The aims of the Club.
- What experience and skills are required for the post
- A Person Specification
- That the Club has a Child Safeguarding Policy and Procedures and Codes of Conduct (appropriate copies to be made available of each)

## Meeting and Interviewing the applicant

It is important that all applicants are interviewed and that the information obtained on the application form is explored appropriately. Questions asked of the applicant should be prepared in advance and it is important that each applicant has the opportunity to discuss their experiences and qualifications for the role. They should also be asked for examples of how they would manage some hypothetical child safeguarding situations such as a child not being collected after a swimming session and what they would do in that circumstance.

In assessing the applicant's suitability, you should:

- Consider their relevant qualifications and experience.
- Consider their previous experience (if any) of working with children, inside or outside of one of our sport environments.
- Consider their attitudes and commitment to child safeguarding.
- Ask them if they have ever been refused work that involved having contact with children.
- Ask them if there is anything else that the organisation should know that could affect their suitability to work with children.

## The Interview

The candidate will be asked to provide:

- Name, address and if appropriate, the right to work e.g. through a National Insurance number.
- Confirmation of identity.
- Relevant experience, qualifications and training undertaken.
- Listing of past career, including any prior involvement in swimming or alternative sport. [In a full-time position, it is important that any gaps in employment should be fully discussed].
- The names of at least two people [not relatives] willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people [previous employer].
- Have a prepared list of questions including Safeguarding questions.  
The successful candidate at interview must be DBS checked before the role can be commenced.

## Making the appointment

### References

At least two references should be obtained even if the person is known to the organisation. References should not be from a person who is related to the applicant.

One of the references should be from the applicant's current employer and, if possible, one reference from a sports organisation or club which they have been involved with.

If the applicant has not previously been involved with a sports organisation or club of any kind, then the applicant should be asked to provide a reference from someone who knows them personally, who has some knowledge of their attitude to children's wellbeing and child safeguarding. Both

references should contain a statement to illustrate that the referee is aware of the post the applicant is applying for.

All references should be followed up by contacting the referee prior to any offer of appointment being made.

### [The Disclosure and Barring Service \(DBS\) process](#)

The Welfare Officer is responsible for coordinating the DBS checks for your organisation as part of the safe recruitment procedure. You should have already been contacted and given information on how to request a DBS check. If not, or if you require advice or guidance on how to carry out a DBS check, you will find information on the Swim England website at **[swimming.org/swimengland/disclosure-and-barring-services-check/](http://swimming.org/swimengland/disclosure-and-barring-services-check/)**.

### [Recruitment decisions](#)

BPSC consider all the information they have about an applicant at each stage of the recruitment process, including:

- The application form
- The interview
- All qualifications seen and confirmed
- The references including the follow up prior to recruitment
- The outcome of the DBS check

The decision can then be made either to appoint the applicant and agree a start date or to reject the application.

All new staff/volunteers must abide by Wavepower and be registered members of the organisation and Swim England.

### [Post-recruitment](#)

It is important that once a new role has been filled, follow up action is taken. This includes:

- The expectations, role and responsibilities of the post should be clarified and put in writing to the new recruit.
- The recruit should be formally made aware of and be asked to sign up to and abide by Wavepower. All new coaches, teachers and poolside helpers should be given a copy of Section 3 of Wavepower which can be downloaded from **[swimming.org](http://swimming.org)**.
- If they have not yet attended a Swim England approved child safeguarding course, then the club should ensure they attend a relevant course within three months of appointment.
- Any other training needs should be established, and a plan made to meet those needs within an appropriate timescale.
- It is suggested that a period of mentoring, supervision and observation or monitoring should be put into place to support the new recruit.