

BOROUGH OF WALTHAM FOREST SWIMMING CLUB



BWFSC Safe Recruitment Policy for Voluntary and Paid Staff

Overview

BWFSC are committed to provide a safe environment for children in our swimming club.

In the recruitment of paid staff and volunteers the wellbeing of the children is paramount and therefore all paid staff and volunteers will go through an appropriate vetting process to establish their suitability to work with children. All paid staff holding or applying for a post deemed to be a regulated activity in conjunction with the Protection of Freedoms Act 2012 will be CRB checked.

BWFSC has a continuing policy to ensure that fair and equal opportunities are extended to all employees, regardless of race, national origin, religion or belief, sex, disability, age or sexual orientation. This applies to voluntary workers and the in the recruitment, selection, placement, training, promotion, demotion, remuneration, benefits, redundancies, termination, social and recreational programmes and all other conditions of paid employment.

BWFSC believes it is essential that the right people are selected and given every opportunity to develop. It is vitally important that we are able to attract the most suitable candidates who will contribute to the success of the club. This policy has been put in place to give assistance and guidance to those members involved in the recruitment and selection of staff and to provide a point of reference to other associated information sources as follows:-

- Ensure appropriate guidance to those members of the Committee and Coaching Staff involved in the recruitment and selection process.
- Ensure that the various stages of the recruitment selection process is carried out in a competent, fair and objective manner.
- Ensure that those involved in the recruitment selection are aware of and adhere to relevant legislation and the Club's position relating to recruitment issues.
- Ensure that all staff and volunteers go through an appropriate vetting process prior to appointment to establish their suitability to work with children in adherence to the ASA Safe Recruitment Policy for Voluntary and Paid staff as outlined in the ASA Wavepower document available on the ASA website.

It is mandatory that all members participating in the recruitment of staff work in accordance with this policy.

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Recruitment Process – Paid Staff

When a vacancy arises:

Before recruitment commences the BWFSC Committee must consider:

- Is the vacancy fully funded and justifiable in content?
- Does the club have an alternative option such as skill mixing or has career succession been considered for a current employee?
- Ensure that an accurate job description and person specification upon which to base selection criteria is prepared and is not discriminatory.

Advertising the post:

All posts shall in the first instance be advertised for a minimum of two weeks.

The wording of the advert should be specific and aimed at attracting suitable applicants. It must also abide by current employment legislation and ASA/Club policies.

Application will be by completion of the Club's Employment Application Form together with submission of the relevant documentation requested as outlined on the BWFSC Employment Application Form. Applicants may also submit with the application form a copy of their Curriculum Vitae if they so wish.

Invitation to interview:

Shortlisting must be carried out equitably and objectively comparing the essential and, if necessary, desirable criteria on the person specification against the information contained in the application form. All applicants meeting the essential criteria must be offered an interview. If so many applicants meet the essential criteria that it would be impractical to interview them all then the 'desirable' criteria should be applied to further de-select applicants. Those candidates not meeting the essential criteria should not be offered an interview unless no other candidate meets the essential requirements.

Shortlisting must be carried out as soon after the closing date as is practicable and should be carried out by the Club Secretary in conjunction with the appropriate member(s) of the Coaching Team and one other BWFSC Committee if required.

The Club Secretary is responsible for arranging the date of the interview, the venue etc and must give the shortlisted candidates at least 7 working days' notice of the interview date. Interview facilities must be selected that are conducive to a non-confrontational assessment and that are accessible to those attending, especially if a candidate has a declared special requirement.

Candidates should be requested to bring copies of their original qualification certificates together with their passport in the first instance (or driving licence if the applicant does not hold a passport) together with a recent utility bill to verifying their name and address.

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At least two references should be obtained and where possible, prior to interview. If the candidate has indicated that this is not possible, then references must be obtained prior to any offer of employment. References must not be from a relative. At least one should be from the current employer (if this is not an ASA registered club or similar organization, a reference must be sought from the current or most recent sports club in which the applicant has been employed or volunteered. If the applicant has not volunteered or been employed in a sports club of any kind in the past the applicant should be asked to provide a referee who knows them personally and if possible who has some knowledge of their attitude to children's wellbeing and child safeguarding. Both references should also contain a statement relating to the referees awareness of the responsibility of the post applied for.

The Club will adhere to ASA policy and guidance and all interviewers should read the literature sent to them before interviewing. The Club is required by law to monitor the fairness of the recruitment and selection process. The Club Secretary must ensure that each application contains a monitoring form which must be detached prior to shortlisting.

The interviewers should meet prior to interviewing the shortlisted candidates and decide who will take the lead role and prepare a list of objective questions to be asked.

At interview:

The Club Secretary will take the appropriate notes which should be as thorough and accurate as is practicable as unsuccessful applicants have the right to question decisions. Comprehensive notes may support any challenge being made regarding the fairness of the process at a later date. Paperwork will be retained by the Club secretary and shredded for unsuccessful interviewees after a period of six months. All paperwork relating to the successful candidate will be transferred to their personal file upon appointment and held by the Club Secretary.

It is the responsibility of the 'Lead Interviewer' to check that the interviewee has brought the relevant documentation requested as outlined in the club's application form. Failure to do so will result in the recruitment process being delayed.

Outcomes of interview:

The successful candidate should be notified as soon as possible with a job offer subject to the appropriate CRB checks and two references being taken up prior to contracts being drawn.

Wherever possible it is considered good practice for the Lead Interviewer to verbally inform candidates of the outcomes offering them objective feedback. It is not suggested that this be put in writing.

Successful candidates have the right to receive a written statement of their terms and conditions of employment usually prior to, but by law within 8 weeks of, commencement in post. The Secretary will make the necessary administrative arrangements to ensure that prior to the successful candidates commencement with the Club, the appropriate formal offer and contract document will be issued.

New employees must be properly inducted into the Club and facilities. This must be done in accordance with the Club's induction process