

## **Sevenoaks Swimming Club Recruitment Policy**

This policy applies to both voluntary and paid staff and states that all staff and volunteers for Sevenoaks Swimming Club should go through an appropriate vetting process prior to appointment in order to establish their suitability to work with children.

### **Guidelines on the recruitment and selection of paid staff and volunteers working with children**

In the recruitment of paid staff and volunteers, the wellbeing of all children should be paramount. Sevenoaks Swimming Club(SSC) is committed to providing a safe environment for children in our organisation and the requirements of the recruitment process outlined below will ensure best practice is implemented to protect children whenever a volunteer or paid employee is appointed.

Whilst Sevenoaks Swimming Club acknowledges that the vast majority of people applying to work with children in our organisations are doing so with the best of intentions, experience has shown that those less suitable will also apply and it is only through sound recruitment practice that they can be screened out.

This guidance is aimed at assisting those who are recruiting for individuals who will work directly with children and young people.

### **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. For examples of role profiles, see the [Swim England Volunteering website](#). This recruitment process must be followed to ensure every applicant is treated in a fair and consistent manner.

### **Application Form**

Each appointment should start with an application form to collect the information required for the post in question. The form should be developed by more than one individual and should include verification of the applicant's identity.

### **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, as well as be asked for examples of how they would manage some hypothetical situations.

In assessing the applicant's suitability, you should:

- Consider their relevant qualifications and experience.
- Ascertain if they have previously undertaken a role in either a Swim England organisation, other sports organisation, club or any other role that involved working directly with children.
- Consider their previous experience (if any) of working with children both inside and outside of the aquatic environment.
- Consider their attitudes and commitment to child safeguarding.
- Give the applicant a hypothetical child safeguarding scenario such as a child not being collected after a swimming session and ask what they would do in that circumstance.

- 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.

## References

At least two references should be obtained even if the person is known to the organisation, e.g. a parent, carer or guardian of a member.

References should not be from a person who is related to the applicant.

One of the references should be from the applicant's current or most recent employer

If the current employer is not a Swim England affiliated organisation or similar, then a reference must be obtained from the current or most recent sports organisation or club in which the applicant has been employed by or volunteered at.

If the applicant has not previously volunteered or been employed in a sports organisation or club of any kind, then the applicant should be asked to provide a reference from someone who knows them personally, and if possible, 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 prior to any offer of appointment being made.

All offers should be made 'subject to DBS check being completed' and coaches/volunteers **should not** start work until this is completed.

## Post recruitment procedure

Upon offering a role, the Welfare Officer, Membership Secretary, Swim Mark Co-ordinator should be made aware so that appropriate administrative tasks are completed.

The Club Treasurer should also be informed for any paid roles recruited.

Should any coaches and volunteers cease employment or leave the club, the Club Welfare Officer, Membership Secretary, Swim Mark Co-ordinator and Treasurer (if appropriate) should all be informed to keep records up to date.

Completed by:

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