

Broomfield Park Swimming Club
Safer 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 members should be paramount. BPSC is committed to providing a safe environment for children and adults at risk in our club and the requirements of the recruitment process outlined below assist to ensure best practice is implemented to protect children and adults whenever someone is appointed. 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 safer recruitment practices are an essential part of creating a safe environment for children and adults at risk and effective recruitment and selection procedures benefit everyone.

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.

Role profile

For roles where individuals will be working in paid 'regulated activity' (see examples in the DBS section below) 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.

The recruitment process will ensure every applicant is treated in a fair and consistent manner.

Application form

All individuals who will be working in paid 'regulated activity' must complete the BPSC application form (Annex A) to collect the information required for the post in question.

Meeting and Interviewing the applicant

It is vital 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 and adults at risk, 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 or adults at risk;
- Ask them if there is anything else that the club should know that could affect their suitability to work with children or adults at risk.

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 wellbeing and 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 the club as part of the safer recruitment procedure and will follow the guidance set out in Wavepower 2024 Section 3. This includes DBS checks for volunteers as set out below:

DBS Requirement Enhanced Disclosure with Barred List Check
<ul style="list-style-type: none">● Coach● Assistant Coach● Teacher● Assistant Teacher● Club Welfare Officer● Lifeguard● Chaperone● Team Manager● Sport Psychologist● Physiotherapist (including Sports Masseur)● Nutritionist
DBS Requirement Enhanced Disclosure only
<p>Water Helper (16+) Supervised role manually assisting and supporting children in the water who are learning to swim or children with a disability.</p> <p>Individuals not training to be or acting as a coach or teacher. Supervised poolside role acting as a helper to the qualified coaching and teaching staff in a training or supervisory capacity.</p>

NB: Any person in a regulated activity who allows their DBS or Safeguarding training to expire will no longer be permitted poolside at competitions. For BPSC teaching and coaching activity the individual must be supervised until the DBS check has been completed.

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.

Swim England Safeguarding Training

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

It is mandatory for all new staff and volunteers over the age of 16 to undertake Swim England Safeguarding training as recommended by the NSPCC Child Protection in Sport Unit and renew this every three years.

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.
- If they have not yet attended a Swim England approved safeguarding course, then the club should ensure they attend a relevant course as soon as possible.
- Any other training needs should be established, and a plan made to meet those needs within an appropriate timescale.
- A period of mentoring, supervision and observation or monitoring should be put into place to support the new recruit.

BPSC Job Application Form

Contact Details

Full name	
Role applied for	
Phone number	
Home address	
Email	
Date of birth	
Medical condition(s) and disabilities	

List your qualifications that are relevant to your prospective job with BPSC starting with the newest qualification

Qualification	Awarding Body	Date achieved	Expiry date (if applicable)
<i>Example: L2 Teaching</i>	<i>Swim England</i>	<i>20/04/24</i>	<i>N/A</i>

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NB: Please note copies of qualification certificates will be required prior to appointment.

Employment history

Current/ Previous role	Employer	Start date	End date	Reason for leaving
<i>Example: L2 Teaching</i>	<i>Name</i>	<i>Feb 2022</i>		<i>New job</i>

Please tell us why you would like to work for BPSC and what skills you can bring to our club:

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References

Referee 1 (current/last employer)

Full name	
Job title	
Work number	
Mobile	
Email	
How long have you known your referee?	

Referee 2 (non-family member to have known you for a minimum of 2 years).

Full name	
Job title	
Work number	
Mobile	
Email	

How long have you known your referee?	
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Signed:

Signature	
Print name	
Date	