



City of St. Albans Swimming Club

Child Protection Recruitment Policy

When recruiting club coaches and teachers, and other officials (paid or unpaid) the following guidelines should be followed at all times.

- Anyone has the potential to abuse children, male/female, young/old etc
- A potential abuser will choose to work where he/ she has access to children.
- An employer who asks the right questions and does the right checks to prevent abuse will put off a potential abuser from pursuing the application.
- The same procedure in recruitment needs to be consistent whether the person is paid or unpaid.
- A potential abuser will not appear "different" and may be the most helpful and kind person in the group. To be particularly helpful, kind and friendly is part of the process by which the abuser becomes a trusted and respected member of the group. This is known as the "grooming process".
- He/ she may spend several months or years getting the trust of those around him to enable abuse to take place. In the case of sport some people will train within a club as a teacher or coach after having made themselves "invaluable" to the club committee, parents and swimmers.

Advertising Positions

When advertising for all staff, whether through the press or on the club notice board, to work directly with children, City of St. Albans ASC will

- Note in the advert that we have a Child Protection Policy
- Ensure all checks possible are made immediately employment is agreed

Application Forms and Interviews

Applications and the subsequent interview should be designed to elicit information required to ascertain the person's suitability to work with children and should include the following:

- Past careers whether with children or not (any gaps in employment should be questioned at the interview)
- Any criminal record- specify that all offences against children need to be disclosed fully and will disqualify them from the position of a coach or other official within swimming.
- Whether the applicant has ever been refused employment with children and young people in the past.
- Whether known in any capacity to a Social Services Department. If yes details should be asked for and if need be dealt with further in the interview,
- The name and address of two people (not relatives) as references including the last swimming club for whom they worked in the capacity for which they are applying. At least one reference must be able to comment upon the candidates ability to work safely with children and young people.

If the reference from the previous club raises any concerns the Welfare Officer will advise the ASA Legal Affairs Department.

After a position has been offered the candidate should be asked to complete a Criminal Records Bureau (CRB) application form. The interviewer should also question any concerning responses on the application form or reference regarding working with children and should satisfy themselves that the candidate is able and committed to fulfilling their role in a manner that is appropriate and acceptable under the ASA child protection guidelines. All appointed candidates should be informed they may need to undertake some child protection training in line with ASA guidelines.

References

We should make every effort to verify any reference from a club that has employed our candidate with children or who supports the person as being suitable to work with children.