



## SCSC safer recruitment policy (in line with Wavepower 2024)

### Safer Recruitment

Safer Recruitment in Wavepower applies to both voluntary and paid staff. South Croydon Swimming Club (SCSC) follows the guidance in [Wavepower 2024](#) which is also set out in this document.

All staff and volunteers for any Swim England Organisation must go through an appropriate vetting process prior to their appointment in order to establish their suitability to work with children and adults at risk.

In the recruitment of paid staff and volunteers, the wellbeing of all of our members is paramount. Swim England and SCSC is specifically committed to providing a safe environment for children and adults at risk in our Organisation and the requirements of the recruitment process outlined below will assist all to ensure best practice is implemented to protect children and adults whenever a someone is appointed.

### Role profile

For roles where individuals will be working in paid 'Regulated activity' (specific examples of these roles are list in the [Disclosure and Barring Service \(DBS\) section of Wavepower](#), and as a rule are individuals who will require both an enhanced DBS and barred list check as part of their recruitment checks before commencing their role), the relevant person(s) in the Organisation must 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

For roles where individuals will be working in paid 'Regulated activity' (see above), the Organisation must develop and use an application form to collect the information required for the post in question. The form should be developed by more than one individual and must include verification of the applicant's identity.



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## Meeting and interviewing

It is vital that all applicants for a paid role working in 'Regulated activity' are interviewed and that the information obtained on the application form is explored appropriately.

Questions asked of the applicant must 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 safeguarding [Wavepower | Section 3 | Essential Toolkit 67 Version 1 – Published: 3 January 2024 situations](#) and what they would do in that circumstance.

In assessing the applicant's suitability you must:

- consider their relevant qualifications and experience;
- consider their previous experience (if any) of working with children and adults at risk, inside or outside of a sporting environment;
- consider their attitudes and commitment to safeguarding;
- ask them if they have ever been refused work that involved having contact with children or adults at risk; and
- ask them if there is anything else that the Organisation should know that could affect their suitability to work with children or adults at risk, including any ongoing investigations.

## References

For paid roles in 'Regulated activity', a minimum of two references must be obtained, even if the person is known to the Organisation.

References must 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 must be followed up by contacting the referee prior to any offer of appointment being made.



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## The Disclosure and Barring Service (DBS) process

The Organisation's Welfare Officer is responsible for ensuring DBS checks for SCSC have been completed as part of the safe recruitment procedure. Further details on DBS checks can be found in the [DBS Section of Wavepower](#).

## Recruitment decisions

Organisations are required to consider all the information they have about an applicant at each stage of the recruitment process.

The information to consider will include:

- 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, the following actions are 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 the Swim England Safeguarding course then the Organisation must ensure they attend this 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.



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**Date of revision and record of amendments:**

Date of amendments	Section Heading	Page Number	Paragraph Number / Notes



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