



## **Bushy Park Sports Club - Safer Recruitment Policy**

### **Introduction**

Bushy Park Sports Club (BPSC) is committed to safeguarding and promoting the welfare of all members and guests attending its facility. The safe recruitment of staff is the first step to safeguarding and promoting welfare of children and vulnerable adults. As an employer, the club expects all staff and volunteers to share this commitment.

BPSC is also committed to ensuring fair, consistent and ethical recruitment practices focussed on hiring the most appropriate applicant or employee in a fair and consistent manner free from discrimination.

### **Aims and Objectives**

The aims of BPSC's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equally and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, disability or age;
- To ensure compliance with all relevant legislation, recommendations and guidance,
- To ensure that BPSC meets its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provision of this policy.

BPSC has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the club based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current recruitment legislation. If a member of staff involved in the recruitment process has a close personal or familiar relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

### **Scope**

This policy applies to:

- All permanent, temporary and part time employees
- Workers
- Volunteers, trustees and interns

The engagement of staff or volunteers by Sections will be as stipulated by their respective NGBs.

### **Roles and Responsibilities**

The Board of Trustees has delegated responsibility to the BPSC Club Manager to lead in all appointments. The Board of Trustees may be involved in staff appointments, but the final decision will rest with the Club Manager unless recruiting for the BPSC Club Manager role.

It is the responsibility of the BPSC Management Team to:

- Ensure that BPSC operates safe and fair recruitment procedures in line with this policy.
- Ensure appropriate checks are carried out on all staff and volunteers who work at the club.
- Monitor contractors' and agencies' compliance with this document.
- Promote welfare of children, young people and vulnerable adults at every stage of the procedure.

### **Recruitment and Selection Procedure**

#### **Advertising**

- To ensure equality of opportunity, the club will advertise vacant posts to encourage as wide a field of applicant as possible, normally this entails both internal and external advertisement.
- Any advertisement will make clear the club's commitment to safeguarding and promoting the welfare of children.
- All documentation relating the applicants will be treated confidentially in accordance with the DPA.
- Care will be taken to avoid specifying requirements for the position which are potentially discriminatory either directly or indirectly.

#### **Job Descriptions and Person Specification**

- A job description is a key document in the recruitment process and will normally be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.
- The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

#### **Applications**

- Candidates will normally be asked to apply for roles by submitting an up-to-date CV and covering letter outlining the reasons for applying for the role and relevant experience and skills.
- If application forms are used, BPSC will only seek information which is necessary for the selection process.
- Shortlisting of applicants will be based on agreed criteria outlined in the person specification.

#### **Interviews**

- There will be a face-to-face interview wherever possible. This will normally be carried out in person but may be carried out online.
- Wherever possible, the interview will normally be conducted by two members of staff.
- Standard interview questions specific to the role will normally be used to ensure consistency and interview notes will be taken.
- The interview process will explore the applicant's ability to carry out the job description and meet the person specification.

- Any information regarding past disciplinary action or allegation, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed when applying.
- Applicants may be asked to attend more than one interview if necessary.

### **Skills Assessments**

- Skills assessment or practical tests may be used where appropriate.
- Where skills assessments or practical tests are used, they will not be excessive and will only be used to allow applicants to demonstrate their skills.

### **Post Interview**

- Should an applicant be unsuccessful following an interview and/or skills assessment they will be notified.
- Should an applicant be successful following a face-to-face interview and/or trial shift they will be offered the position either verbally and/or in writing.
- Any offers must be approved by the BPSC Club Manager.

### **Offer of Appointment and New Employee Process**

If it is decided to make an offer of employment, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating BPSC's standard terms and conditions of employment;
- Verification of the applicant's identity (if not previously identified);
- The receipt of two satisfactory references;
- Verification of the applicant's right to work in the UK (if not previously provided);
- Any further check which are necessary as a result of the applicant having lived or worked outside of the UK; and
- Verification of professional qualifications which BPSC deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified).

A personal file checklist will be used to track and audit paperwork obtained in accordance with the above process. The checklist will be retained in secure personal files.

### **References**

- References for successful applicants will be sent for immediately after a job offer.
- All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by BPSC. Employment references are preferred, and one reference must be from the applicant's current or most recent employer.
- If it is not possible for applicants to provide two employment references (for example, it is the applicants first or second job after leaving education, they have a limited employment history, have been self-employed, have had a significant career break and/or they cannot provide employment references due to previous employer(s) no longer trading ), BPSC may agree to accept a character reference. Such individuals may include a teacher/lecturer, medical or legal professional, a volunteering manager or a community leader (i.e. religious leader). The person providing a character reference must have known the applicant for at least 2 years.
- The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children, young people and vulnerable adults.

- Please note, that no questions will be asked about health or medical fitness prior to any offer of employment being made.
- Any discrepancies or anomalies will be followed up. Direct contact by phone may be undertaken with each referee to verify the reference.
- BPSC does not accept open references or testimonials..

#### **DBS Check**

- BPSC will apply for a DBS check when employing an individual that requires a check.
- Only Basic DBS checks will be paid for by BPSC.

#### **Proof of Identity, Right to Work in the UK & Verification of Qualifications and/or Professional status**

- All applicants successful at interview will be required to bring their identification documentation such as passport, birth certificate, driving licence, share code and other eligible immigration documents for non-British and Irish citizens with them as proof of identity/eligibility to work in UK in accordance with the Immigration Asylum and Nationality Act and DBS identity checking guidelines.
- Where an applicant claims to have changed their name by deed poll or any other means (eg marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.
- In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

#### **Induction Programme**

- All new employees will be given an induction programme which will clearly identify the club policies and safeguarding procedures and make clear the expectations which will govern how staff carry out their roles and responsibilities.

#### **Ongoing Employment**

- BPSC recognises that safer recruitment and selection is not just about the start of employment but should be part of the larger policy framework for all.

#### **Volunteers**

- Volunteer recruitment will follow the same principles as paid recruitment but will remain proportionate to the roles level of responsibility.
- BPSC will request an enhanced DBS Disclosure and information on all volunteers undertaking regulated activity with children, young people and vulnerable adults at or on behalf of BPSC.
- Under no circumstances will the BPSC permit an unchecked volunteer to have unsupervised contact with children, young people or vulnerable adults.
- In addition, BPSC will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following);
  - Formal or informal information provided by staff, parents and other volunteers;
  - References from the volunteer's place of work or any other relevant source.

#### **Monitoring and Evaluation**

The BPSC Club Manager will be responsible for ensuring that this policy is monitored and evaluated on an ongoing basis.

Reviewed August 2025

Bushy Park Sports Club is a Registered Charity – Number 1177436