



## Safe Recruitment of Staff and Volunteers

Lions Sports Academy have a responsibility to ensure all children are protected from harm and have the right to take part in sport in a safe, positive and enjoyable environment. Our safe recruitment procedures will enable us to reduce the risk of the potential abuse of children.

When recruiting employees or volunteers all reasonable steps are taken to ensure suitable people are selected.

### The Process for Recruitment

- Job/role description and Person specification is agreed by Lions Sports Academy CEO and Directors
- Job/role is advertised
- Application form completed/CV received
- Selection interview or meeting held with prospective employee/volunteer (to ensure suitability to work with children)
- A minimum of two references obtained for the successful applicant
- Identity documents checked to confirm the person's identity and right to work in the UK
- Substantiate qualifications (including coaching qualifications with National Governing Body of Sport)
- Dependent on job/role an enhanced Disclosure and Barring Service (DBS) check will be completed
- Induction
- Training and supervision
- Monitoring and appraisal

Lions Sports Academy requires all coaches to undertake a DBS check in order to work/volunteer with children. Depending on the level of supervision the coach will require either an Enhanced or an Enhanced with barred list checks. A disclosure and barring check will be completed every three years. Any positive disclosures will be risk assessed and a decision will be made if an individual is suitable to take up their role. Further information about the DBS is available from the Operations Manager at Lions Sports Academy.

A robust recruitment process is essential to ensure the best people are chosen for the roles they undertake. Official checks and vetting procedures are on their

own, not enough to protect children. They are only part of a wider set of practices and as an organisation; Lions Sports Academy actively supports a safe recruitment practice.

## **Training**

Lions Sports Academy believes it is essential that those working on behalf of the organisation with children are appropriately experienced or mentored/supervised until they have gained experience. All employees and volunteers working with children will receive appropriate safeguarding and protecting children training to assist individuals to recognise their responsibilities with regard to their own good practice and ensure that correct procedures are followed, with refresher training at least every 3 years.