

HSTRC SAFER RECRUITMENT POLICY

The aim of this policy is to help deter people who might abuse children or adults at risk from applying for roles where they will have access to those vulnerable groups.

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

This policy shall be applied consistently in relation to all staff regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

RECRUITMENT PROCESS

If a role involves working with children (anyone under 18) or adults at risk, the role requirements will be carefully reviewed to determine if a DBS check is required.

We will advertise for any vacant position and any adverts and/or job descriptions will refer to a requirement to complete the appropriate DBS check.

All applicants are required to complete a standard application process to ensure they have all the information they need about our organisation, including the advertised role and to ensure we can assess their suitability for the role. This process will provide us with essential information such as employment history (either paid or voluntary), further educational background, academic or vocational qualifications.

During the application process applicants are asked to confidentially self-disclose any unspent criminal offences or child protection investigations. If the role requires an enhanced DBS check, we will also ask applicants to disclose any unprotected spent offences. Where the information raises a safeguarding concern, details will be shared with the welfare office who will contact the Safeguarding Team.

We will take reasonable steps to confirm the applicants suitability for the role, including; verifying qualifications and professional memberships, assessing skills and relevant experience. All applicants will be asked to provide an explanation for any significant gaps or repeated changes in employment history where no reasons have been provided on their application. We may also ask interview questions which are designed to allow candidates to demonstrate the attitudes and values that people working with children need to have.

Applicants will be asked to provide details of people willing to act as a referee. References will be sought after a conditional offer of employment or engagement has been made. All conditional offers of employment are subject to satisfactory completion of all vetting processes.

All new members are inducted to include safeguarding policies and procedures. All new staff are required to complete an initial probationary period to ensure that their conduct, performance, behaviours and attendance meet the required standards.

DBS CHECKS

Any individual intending to work in a regulated activity with children, young people or adults are required to complete an Enhanced DBS check and Barred List check before commencement of employment or engagement and at least every 3 years during their employment or engagement.

Regulated activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the Protection of Freedoms Act 2012 (PoFA).

Any individual intending to work in a role which involves work with children or adults at risk but is not defined as Regulated Activity will be required to complete an Enhanced DBS check before commencement of employment or engagement and at least every 3 years during their employment or engagement. This venue will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

All conditional offers of employment or engagement are subject to receipt of a satisfactory DBS check completed through the LTA/England Squash and an Overseas Criminal Record check if appropriate.

If we are not satisfied with the above outcome or the candidate has failed to co-operate within an agreed timescale, offers will be withdrawn.

Any staff or volunteers who begin performing additional duties or roles that moves them into Regulated Activity will be asked to complete the above process.

These regulations will also apply to agency workers and contractors who may also fall into this category, temporary or otherwise. This may have implications for future service agreements should they arise.

DBS CHECKS REVEALING CONTENT

A DBS check will disclose any spent convictions, cautions or reprimands that are not protected and been subject to filtering by the DBS. DBS checks may also disclose other relevant information based on the position applied for.

The LTA/England Squash will receive a notification when a DBS check has revealed content (i.e. an offence); however, they will not know the details of the content.

When a notification has revealed content, the applicant will be asked to provide the original DBS check for review. This will then be reviewed by the relevant body to decide if any further information or action is required.

If the DBS is not provided for review, the venue may withdraw any conditional offer of employment or engagement and take the appropriate steps to prevent the individual from working with children or adults at risk.

Chair: Paul Broadley

Welfare Officer: Val Finney