Safer Recruitment Policy

Future Stars Coaching Ltd is committed to recruiting individuals who are suitable to work with children and young people. Recruitment decisions will be based on merit, ability and suitability for the role, while ensuring robust safeguarding measures are applied throughout the recruitment process.

Safer Recruitment Practices

Volunteers will undergo a recruitment process appropriate to their role and level of contact with children, including DBS checks where required.

Contractors working in regulated activity or with regular access to children will be subject to appropriate safeguarding and vetting checks before commencing work.

The organisation will obtain written confirmation from the supplying agency that all required safeguarding and recruitment checks have been completed before agency staff commence work.

When recruiting, we will:

1. **Advertise Vacancies Clearly:**
    - All job advertisements will state our commitment to safeguarding and that all roles involving children are subject to safer recruitment checks.
    - A safeguarding statement will be included:
      Future Stars Coaching is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.
2. **Application Forms:**
   Applicants will be required to complete a company application form that includes:
    - Full employment history with explanations for gaps.
    - Qualifications (Relevant qualifications and professional memberships will be verified prior to appointment).
    - Details of previous work with children.
    - Criminal convictions where relevant.
    - References.
    - A declaration that the information provided is true.
3. **Pre-Employment Checks:**
   All shortlisted candidates will undergo rigorous pre-employment checks, including:
    - **Enhanced DBS check with Children's Barred List check where the role constitutes regulated activity**: To ensure suitability to work with children. Candidates may be asked to complete a self-declaration regarding criminal convictions, cautions or safeguarding concerns prior to interview or before an offer of employment.
    - **Identity Verification**: Proof of identity using original identity documents in accordance with DBS identity checking guidance.

- **Right-to-Work Checks**: Verification of the legal right to work in the UK.
- **Professional References**: References will be obtained directly from referees and verified where necessary. Open references or testimonials provided by the applicant will not be accepted.
- **Employment History**: A thorough review of employment history to identify gaps or inconsistencies, which will be explored at the interview stage.
- **Prohibition Checks (if applicable)**: For roles involving teaching, we will carry out checks to ensure candidates are not prohibited from teaching.
- **Overseas Candidates:** Where an applicant has lived or worked overseas, additional checks such as certificates of good conduct or overseas criminal record checks will be undertaken where appropriate.
- **Online Searches:** As part of the recruitment process, Future Stars Coaching Ltd may conduct proportionate online searches of shortlisted candidates. The purpose of these searches is to identify publicly available information relevant to the candidate's suitability to work with children.
- **Medical Fitness:** Where appropriate, candidates will be asked to confirm they are medically fit to undertake the duties of the role, with reasonable adjustments considered in accordance with the Equality Act 2010.

4. **Interview Process:**
    - Structured, interviews (which may be conducted in person or virtually where appropriate) will include questions designed to assess a candidate's suitability for working with children and their understanding of safeguarding responsibilities.
    - Safeguarding scenarios or hypothetical questions will form part of the interview to assess attitudes toward child protection.
    - The Designated Safeguarding Lead (DSL) or a trained safer recruitment officer will be involved in every recruitment process for roles involving children.
    - At least one person on each interview panel will have completed certified safer recruitment training in line with statutory guidance.
5. **Conditional Offers:**
    - All job offers will be conditional upon satisfactory completion of safer recruitment checks. No individual will undertake regulated activity with children until all required safeguarding and recruitment checks have been satisfactorily completed.

Recruitment of Internal Candidates

Internal applicants will also be subject to relevant safer recruitment checks where their new role involves working with children or increased safeguarding responsibilities.

Ongoing Safeguarding Measures

All staff are expected to report immediately if they or others become disqualified from working with children.

Training and Development

Induction Training

When you start with us, you will receive a full induction that includes:

1. Safeguarding and child protection training tailored to your role, ensuring you understand your responsibilities to protect children.
2. Training on our safeguarding policies, whistleblowing procedure, and safer working practices.
3. A review of the company's safeguarding ethos and expectations.

Ongoing Training

- Regular safeguarding and child protection training will be provided to ensure staff stay up-to-date with legal requirements and best practices.
- Additional training will be offered to support the development of skills related to your role and responsibilities.

Probation Period

- All new employees will complete a probationary period during which safeguarding practice and suitability to work with children will be monitored.

Appraisals / One-to-Ones

We believe in harnessing and developing the skills of our employees while ensuring their responsibilities align with safeguarding requirements.

- Regular one-to-one meetings with your line manager will review your performance, safeguarding knowledge, and personal development.
- Annual reviews will focus on achievements, goals, and the opportunity to refresh safeguarding practices.

Monitoring and Accountability

- Responsibility for overseeing safer recruitment lies with Recruitment Manager, who will ensure compliance with UK safeguarding laws and guidelines.
- Staff have a continuing duty to disclose any criminal investigations, cautions, convictions, DBS changes or circumstances that may affect their suitability to work with children.
- Regular audits of recruitment processes will be conducted to ensure safer recruitment standards are met consistently.
- Future Stars Coaching Ltd maintains a Single Central Record of recruitment and vetting checks as safeguarding best practice and to meet the requirements of our regulated childcare provision.
- Future Stars Coaching Ltd promotes an open safeguarding culture in which all staff are encouraged and expected to raise concerns about the welfare of children or the conduct of colleagues through the safeguarding or whistleblowing procedures.

Review due:	June 2027
Completed by:	F. Hazeldine