



SAFER **RECRUITMENT**

POLICY

Prepared by
SENYAD LIMITED T/A Totally Netball

INTRODUCTION

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.

As a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Designated Safeguarding Officer. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record, we will ask questions only about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Instances where we are allowed to ask such questions include positions that involve access to children, young people, the elderly, disabled people, alcohol, drug misusers and the chronically sick.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of offences or any other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment



SAFER

RECRUITMENT PROCESS

Totally Netball has a recruitment process for full time staff, casual coaching staff and volunteers.

Totally Netball will short list and interview candidates based on set selection criteria. The selection criteria and interview process will be specific to the job role advertised. The interview panel will be comprised of members of Totally Netball senior leadership team. The interview panel will make notes of each interview and will select the most suitable candidate for each role. Successful candidates will be informed as soon as possible via telephone. Unsuccessful candidates will be notified via email or telephone, however, should anyone require feedback from the interview process they can request this by contacting Totally Netball.

Once candidates have received an official offer, Totally Netball will require one form of photographic ID (passport, driving licence). We will also require in writing acceptance of the role offered and a confirmed start date.

We will require a self-declaration form which states any previous convictions/cautions/binds etc before employment can commence. The completed self-declaration forms will be checked by the Designated Safeguarding Lead.

2 references are also required as part of our recruitment process, these are then reviewed by the Designated Safeguarding Lead one of the references must include the most recent employer if applicable.



SAFER

RECRUITMENT PROCESS

All candidates that are offered a position which involves working with children, young people and vulnerable adults will be required to undertake an enhanced DBS disclosure. All employment offers are subject to the outcome of the screening process and when applicable, this is set out in their offer of employment. Until such time as their disclosure certificate has been received, the member of staff will not be left unsupervised with children, young people, and vulnerable adults. If an individual has a DBS certificate for Totally Netball but has had a gap of employment for three months or more, Totally Netball will need to carry out a DBS check. This will occur should a volunteer progress to full time or part time within Totally Netball.

We ensure that all staff have gone through the safer recruitment process and are fully aware of Totally Netball's policies and procedures, discussing in depth safeguarding, abuse and health and safety prior to any delivery taking place. This process follows the CPSU procedures as found on their website - NSPCC Child Protection in Sport Unit (thecpsu.org.uk)

The requirement for an applicant to submit to a DBS check is integral to Totally Netball's Safe Recruitment practice.

The Totally Netball Designated Safeguarding Officer is responsible for checking all disclosure certificates. Where a certificate includes adverse content the Compliance Officer shall follow the guidance under Totally Netball's Adverse DBS Content.



RECRUITMENT & SELECTION

Totally Netball recognises the benefits of having a diverse workforce and will take steps to ensure that:

Information about job opportunities is circulated as widely as possible in the circumstances, to ensure that it reaches all sections of the community, regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, part time or fixed term status, parental responsibilities, age, trade union membership, religion or sexual orientation.



It endeavours to recruit from the widest pool of qualified candidates possible. Employment opportunities are open and accessible to all based on their individual qualities and personal merit. Totally Netball retains the discretion to invite applications from individuals whose jobs might be at risk of redundancy, or who are being redeployed for health or disability reasons, before advertising any posts more widely.



Where appropriate, permitted positive measures are taken to attract applications from all sections of society and especially from those groups which are under-represented in the workforce. Selection criteria and processes do not discriminate unjustifiably other than in those instances where Totally Netball is exercising permitted positive action.



STAFF

TEMPORARY STAFF AND EXTERNAL CONSULTANTS

Totally Netball will ensure that all temporary staff and external consultants sign a self declaration form and will not have unsupervised access to participants during their employment with Totally Netball.

Should an individual's DBS disclosure reveal any convictions, Totally Netball must consider whether the nature of the offence(s) renders the person concerned unsuitable for working with participants. In such circumstances, when the nature of any disclosure must be considered, a formal interview will be necessary. The interview of the individual concerned will be conducted by the Designated Safeguarding Lead, when his / her suitability for working with children and vulnerable adults at Totally Netball will be considered.

CASUAL WORKERS

We will monitor the conditions of service of casual employees and their progression within Totally Netball to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will also ensure requests to alter working hours are dealt with appropriately:.



STAFF

QUALIFICATIONS

Copies of all coaching, teaching and other employee's qualifications must be provided to Totally Netball. Staff are required to renew or rebook their qualifications for renewal with 14 days after their qualification has expired.

Failure to meet the required standard will result in disciplinary action at the discretion of the Directors & Designated Safeguarding Lead. Copies of coaches' qualifications are held with Totally Netball on the online database, we would advise where possible for coaches to also carry a copy with them. It is staff's responsibility to make Totally Netball aware of any updates to either current or new qualifications and certificates via the Designated Safeguarding Lead.

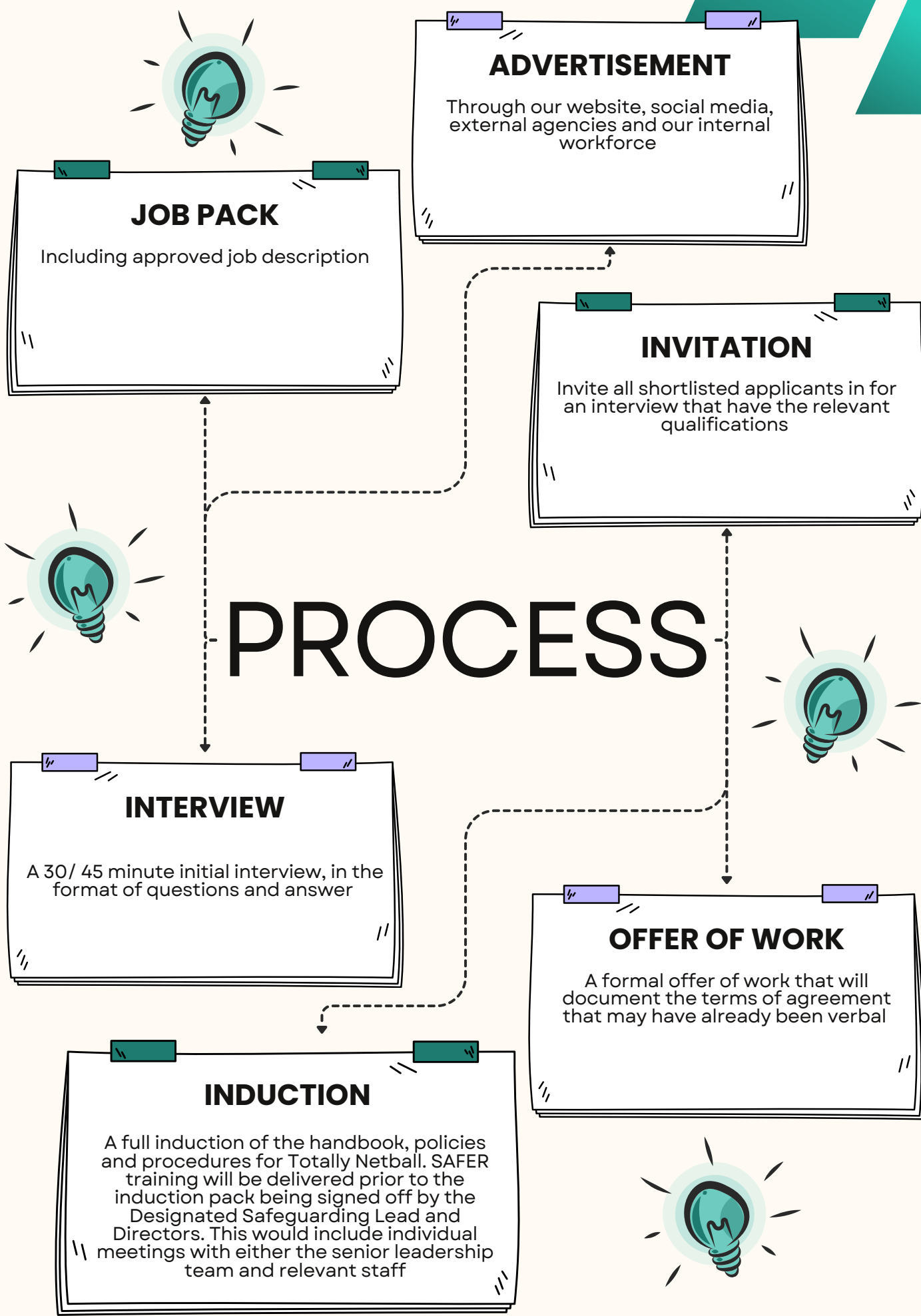
FIXED TERM EMPLOYEES

We will monitor our use of fixed-term employees, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, rewards, promotion and permanent employment opportunities

VOLUNTEERS

It is now against the law to work, or to permit someone to work, with children, young people and vulnerable adults without the receipt of a satisfactory DBS clearance to work with Totally Netball. In compliance with Totally Netball's recruitment policy, all volunteers permitted to represent Totally Netball must be confirmed as 'suitable and safe adults to work with children, young people and vulnerable adults' by a volunteer DBS check. They must not start work until a satisfactory DBS clearance has been received. All volunteers will be trained in, and adhere to all of Totally Netball's policies and procedures





ADVERTISEMENT

Through our website, social media, external agencies and our internal workforce

JOB PACK

Including approved job description

INVITATION

Invite all shortlisted applicants in for an interview that have the relevant qualifications

PROCESS

INTERVIEW

A 30/ 45 minute initial interview, in the format of questions and answer

OFFER OF WORK

A formal offer of work that will document the terms of agreement that may have already been verbal

INDUCTION

A full induction of the handbook, policies and procedures for Totally Netball. SAFER training will be delivered prior to the induction pack being signed off by the Designated Safeguarding Lead and Directors. This would include individual meetings with either the senior leadership team and relevant staff