



OHM Coaching

Safer Recruitment Policy

INTRODUCTION

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. OHM Sports & Fitness Ltd is committed to safeguarding and promoting the welfare of all pupils or children or children in its care. As an employer, OHM Sports & Fitness Limited expects all staff and volunteers to share this commitment.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or children or children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the OHM Sports & Fitness Ltd 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, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure that OHM Sports & Fitness Ltd staff meets its commitment to safeguarding and promoting the welfare of children and young people 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 provisions of this policy.

OHM Sports & Fitness Ltd 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 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 employment legislation, and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial 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.

OHM Sports & Fitness Ltd aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies with OHM Sports & Fitness Ltd.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, OHM Sports & Fitness Ltd will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear the OHM Sports & Fitness Ltd commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must 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. The person specification will include a specific reference to suitability to work with children.

References

References for short-listed applicants will be sent for immediately after short-listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of one reference which are considered satisfactory by the OHM Sports & Fitness Ltd. The references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then a second reference should be supplied from the employer with whom the applicant most recently worked with children. 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. Referees will also be asked to confirm that the applicant has not been radicalised, so that they do not support terrorism or any form of "extremism".

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 will be undertaken with each referee to verify the reference.

OHM Sports & Fitness Ltd does not accept open references, testimonials or references from relatives.

Interviews

There will be a face-to-face interview wherever possible, and a minimum of one interviewer will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

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

the agreement of a mutually acceptable start date and the signing of a contract incorporating OHM Sports & Fitness Ltd standard terms and conditions of employment;

- verification of the applicant's identity (if not previously been verified);
- the receipt of references (one of which must be from the applicant's most recent employer)
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the OHM Sports & Fitness Ltd considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List ;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

DBS (Disclosure and Barring Service) Check

OHM Sports & Fitness Ltd applies for an enhanced disclosure from the DBS It is the OHM Sports & Fitness Ltd that the DBS disclosure must be obtained before the commencement of employment of any new employee.

It is OHM Sports & Fitness Ltd policy to re-check employees' DBS Certificates every three years and in addition any employee who takes leave for more than three months (ie maternity leave, career break etc) must be re-checked before they return back to work.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with the Immigration, Asylum and

Nationality Act 2006 and DBS identity checking guidelines. OHM Sports & Fitness Ltd does not discriminate on the grounds of age.

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

Record Retention/Data Protection

OHM Sports & Fitness Ltd is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, OHM Sports & Fitness Ltd will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications.

This documentation will be retained by OHM Sports & Fitness Ltd for the duration of the successful applicant's employment with the OHM Sports & Fitness Ltd. All information retained on employees is kept centrally in the Human Resources Office in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with OHM Sports & Fitness Ltd activities.

OHM Sports & Fitness Ltd will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie shredded). The 6-month retention period is in accordance with the General Data Protection Regulations (GDPR) [DPA18].

Ongoing Employment

OHM Sports & Fitness Ltd recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. OHM Sports & Fitness Ltd will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

Volunteers

OHM Sports & Fitness Ltd will request an enhanced DBS disclosure on all volunteers undertaking regulated activity with pupils or children or children at or on behalf of OHM Sports & Fitness Ltd

Under no circumstances will the OHM Sports & Fitness Ltd permit an unchecked volunteer to have unsupervised contact with pupils or children or children.

Monitoring and Evaluation

OHM Sports & Fitness Ltd administration staff will be responsible for ensuring that this policy is monitored and evaluated throughout OHM Sports & Fitness Ltd. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit.