Safer Recruitment Guidance



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# Purpose

## Safeguarding and promoting the welfare of children and vulnerable adults is a responsibility of everyone working at Innov8 Sportz CIC and is a key responsibility for the Designated Safeguarding Lead and Deputy Safegurding Lead. It is vital that the company maintains a safe environment and creates a culture of safe recruitment. The company must adopt procedures that help deter, reject or identify people who may seek employment with Innov8 Sportz CIC to abuse children.

## The purpose of this policy is to collate principles of good practice and to provide guidance that takes account of the statutory guidance released by the Department for Education 'Keeping Children Safe in Education' (KCSIE). This guidance document accords with the September 2018 version of that guidance.

# Who does the guidance apply to?

## The guidance applies to all people working or applying to work at Innov8 Sportz CIC. This includes Coaching and Childcare staff, volunteers and other categories of people who may work with participants.

# Equal Opportunities

## Innov8 Sportz CIC is committed to equality of opportunity for all. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.

## The recruitment and selection process should be applied fairly and consistently to all applying for positions within Innov8 Sportz CIC regardless of gender, race, marital status, national or ethnic origin, nationality, disability, sexuality, sexual orientation, age , religion, trade union membership/non membership, status or number of hours worked.

# The Recruitment Process

## In summary the main elements of the process are:

### Preparing for the recruitment process

### Advertising the vacancy

### Short listing candidates

### Assessing candidates via Interview and other chosen selection methods

### Selecting the right candidate and offering them the position

### Implementing Induction /performance management arrangements

## Appointing people to roles can be difficult, drawn out and expensive. The impact of making an incorrect recruitment decision can be detrimental in many ways, therefore it is important that appointment processes are well planned and thoroughly throughout to ensure that you achieve a successful outcome.

# Preparing for recruitment

## When a vacancy first arises it is important to review the jobs description and person specification JD & PS - Ensure the job description (JD) and person specification (PS) remain up to date and reflective of the vacancy that you wish to fill. Roles and responsibilities may have changed since the last person was recruited.

## The job description and person specification should include a specific reference to the post holders responsibility for safeguarding.

## Map out the recruitment process - Decide where you want to advertise the post. Should the advert appear internally, externally? Decide what information you want to include in the advert and when the advert will appear. (see further information on advertising below).

## Agree who will be involved in the recruitment and selection process and what each person’s role and responsibilities will be. Plan the selection exercises you will use.

# The Innov8 Sportz CIC’s safeguarding statement

## A statement about the organisation’s commitment to safeguarding and promoting the welfare of children and vulnerable adults should be included on job adverts and on various documentation contained in candidate information packs. An example is given below;

“ At Innov8 Sportz CIC we are committed to safeguarding children and vulnerable adults and promoting the welfare of children and young people. We require anyone joining our organisation to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.”

# Recruitment Packs

## Plan and prepare the information pack for candidates (may be an on-line or paper version (or both)). The pack should include:

### An up to date job description and person specification

### Details about the type of job and pay grade

### Statement of main terms and conditions applicable

### Standard application form

* Job applicant privacy statement

### Equality/Diversity monitoring form

### Company mission/vision statement

### Letter from CEO/CAO (depending on post being recruited to)

### Child protection policy and code of conduct

### Details of the selection processes, e.g dates for interviews, tests, other selection activities.

* Details of the pre-employment checks which are required for appointment to the post.

## The information that you provide to candidates in the pack will help ensure that the right people apply for the role.

## Applicants must complete a standard application form. It is **not** acceptable practice to rely on a curriculum vitae produced by a potential employee. The relevant application form specific to the category of staff being employed should be used.

## The completed application form should be carefully scrutinised to ensure it has been completed in full and to check for gaps or anomalies. It also standardises the information that you recieve so it is easier to compare candidates fairly for short listing purposes.

## Word of mouth recruitment or unsolicited applicants should be asked to apply for a specific post and complete the relevant application form in the same way as for other candidates.

# Advertising

## The post should be advertised as widely as possible and the advert should be clear about the responsibilities, grade and location of the job and the qualifications and experience that are considered essential. This information should be consistent with the job description and person specification. The advert should include any key messages that you want to get across and it should clearly state Innov8 Sportz CIC’s commitment to safeguarding and that candidates will be subject to a range of pre-employment checks including an enhanced DBS/barred list check.

## Consider notice periods that may apply to potential applicants when considering when to advertise a post.

## Advertisements are the first stage of the filtering process. Candidates should be able to make an initial judgment about their own suitability for the post and self select according to the information contained in the advert.

# Shortlisting

## At least two people should carry out short listing. The short listing process provides an opportunity to check all application forms for declarations around criminal convictions and to ensure that dates line up and there are no unexplained gaps in employment history. If there are gaps, contact the applicant to obtain further information or highlight the need to take this up at interview.

## You can also make a note to ask for reasons where there have been changes of employment without clear career or salary progression or a change from permanent to temporary work etc. All parts of the application form should be used to assess whether the applicant meets the requirements on the person specification. Score each applicant against every essential requirement, where it is possible to make an assessment from a written form. Criteria which it is more suitable to assess at interview should be disregarded at this stage.

# References

## Request references at the short listing stage, including internal applicants and review them before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. No appointment should be made prior to this occurring.

## The purpose of seeking references is to obtain objective and factual information to support appointment decisions. It is best practice to use a proforma containing relevant questions and to provide a copy of the job description and person specification.

## References should always be requested directly from the referee and employers should not rely on open references, for example in the form of ‘to whom it may concern’ testimonials. References should be sought from a senior person within the organisation and not, for example, a colleague. If a candidate for a post is not currently employed, it is also advisable to check with the organisation at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

## On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate: for example if the answers are vague. They should also be compared for consistency with the information provided by the candidate on their application form. Where necessary, clarification should be sought by telephone and referees asked to confirm in writing any key extra information provided. A written record of any telephone conversation must be kept on file. Any discrepancies should be taken up with the candidate.

## Electronic references should be vetted to ensure they originate from a credible source. Contact referees via the organisations main contact telephone number as listed on the organisations letterhead/company profile. Avoid direct dial telephone numbers.

## Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant’s suitability for the post.

## Reference requests should ask if the referee is completely satisfied that the candidate is suitable to work with children/vulnerable groups and if not, to provide specific details of concerns and reasons why.

## Innov8 Sportz CIC should take up a minimum of two references for external applicants and one reference for internal candidates. Where reference responses provide very little or inadequate information, consideration should be given to taking up additional references.

# Interviews and Selection

## It is essential that a face to face interview takes place prior to any appointment. The interviews should assess the merits of each candidate against the requirements in the person specification and job description.

## Telephone interviews can be used as part of a shortlisting process but should not be substituted for a face to face interview.

## Interview questions should be prepared in advance and should be designed to test criteria outlined in the job description and person specification.

## Interviewers should explore an applicant's employment history particularly where there are concerns about an individual's pattern of work. Reasons for leaving current or previous posts should be explored as should reasons for a series of short term placements or periods of employment.

## Information about past disciplinary action, allegations or discrepancies can be followed up at interview.

## Compare any information provided at interview with that contained on the application form and look for any discrepancies.

## Interviews must also explore an individual’s suitability to work with children and vulnerable groups by assessing attitudes and behaviours.

## A robust selection process should not rely solely on the interview.

## A range of selection activities should be designed in order to help assess who is the most suitable candidate for the job.

## Invitations to interview should;

* Detail all the arrangements such as date, time, panel members, length of the selection process, selection activities
* Remind candidates that the interview is assessing their suitability to for the job as well as their suitability to work with children
* Remind them to bring all relevant documents, such as DBS disclosures where available, proof of qualifications, proof of identity, documentation providing their right to work in the UK.

## Copies of the above should not be accepted; it is originals only that can be presented. Copies should however be taken and kept on the school file. ( DBS certificates should not be retained on file once a recruitment decision has been made).

# Selection and Interview Panel

## Panels of at least 2 people should be involved in interviews, allowing for one member to observe and assess the candidate and make notes while the other is talking and asking questions. Alternatively panels may find it helpful to have someone present who can focus on taking notes.

## The panel members should meet before the interview to agree a relevant set of questions. They will also need to have identified any issues they want to explore further from the candidate’s application form and employment checks.

## Innov8 Sportz CIC will ensure that sufficient numbers of staff are trained in advance of recruitment activities to form interview panels when necessary.

# Scope of Interview

## To further assess the suitability of the candidate for the particular post the interview panel should also examine:

* The candidates attitude toward children and vulnerable groups
  + This may be assessed through their personal statement and through interview questions that probe their values, belief and ethics
* The candidates motivation to work with children and vulnerable groups
  + Questions on their vision for coaching, physical development of the child and young person and health benefits of physical activity and what their role is in contributing towards achieving this vision can help you assess their motivation
* Their ability to form relationships and respect professional boundaries
  + This should be assessed through focused questions and complementary activities, such as group exercises or occupational personality questionnaires
* Their emotional resilience in working with challenging behaviours and their attitudes in managing discipline and towards authority
  + Questions asking them to draw on previously difficult situations and how they managed these will help assess this.
* Their ability to support Innov8 Sportz CIC’s agenda for safeguarding and promoting the welfare of children and vulnerable groups
  + Clarification of their understanding of Innov8 Sportz CIC’s approach towards child protection policies and procedures.
* Gaps in the candidate’s employment history and explanation of repeated changes in career must be discussed and clarified
  + Concerns or discrepancies arising from the information provided by the candidate and or referees
* If for any reasons references have not been provided before the interview the candidate should be given the opportunity to declare / discuss anything that may come to light on the collection of references.
  + Whether the candidate wishes to declare anything in light of the requirement for a DBS check to be made.

# Questioning technique

## The ability to ask questions that probe deeper and get beneath superficial answers is a skill that takes time to develop and practice. Those who wish to deceive are practiced in the art of deception. They may rehearse model answers to questions about safeguarding or areas of their past and it is essential that the questions asked by interviewers unpick these responses so that they can be confident in the validity of the answers.

# Pre-Employment Checks

## Innov8 Sportz CIC has a responsibility to undertake specific pre-employment checks on every person that they intend to work in the organisation.

## This will include verifying the candidates identity. Identification checking guidelines can be found on the GOV.UK website.

## Obtain references for all canidates, including internal appointments, that are satisfactory to the CEO.

## Obtain an enhanced DBS and Barred List check where the person is to work in a regulated activity.

## Undertake a separate Barred List check if an individual will start work in regulated activity before the DBS certificate is available.

## Obtain a medical check that is satisfactory to the CEO verifying the candidates mental and physical fitness to carry out the work they will be employed to do.

## Obtain confirmation that the candidate had the right to work in the UK. It is a criminal offence for an employer to employ someone who does not have the right to work in the UK or to undertake the type of work on offer. The Gov.UK website provides an interactive tool to determine an indivudals right to work in the UK and guidance for employers including lists of acceptable documents that can be accepted as proof to work in the UK. Employers should check and photocopy the relevant documents keeping a copy on the individuals personal file.

## If the person has lived or worked outside the UK, make any further checks the school considers appropriate (obtain a satisfactory certificate of good conduct from the relevant embassy) See DFE guidance: www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicantssee

## Verify professional qualifications, as appropriate.

## Confirmation that the individual is not disqualified to work with children under the child care disqualification regulations (including through association) where the regulations are applicable should be obtained.

## A driving licence check will be required where the employee will be required to drive in the course of their role.

# Checks on individuals that have worked overseas.

## Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, Innov8 Sportz CIC must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.

## Home Office has published guidance on criminal record checks for overseas applicants.

# Professional Qualifications

## Innov8 Sportz CIC should verify applicants have the professional qualifications required for the role. Original certificates or certified copies should be inspected. If there are any doubts about the authenticity of a qualification should contact the awarding institution for clarification.

## A copy of each certificate should be retained on the employee’s personnel file.

# Health checks

## A pre-employment health questionnaire must be completed to verify the candidate’s mental and physical fitness to carry out their work responsibilities as anyone appointed to a post that involves regular contact with children should have the appropriate health and physical capacity to undertake the duties of that post, in accordance with The Education (Health Standards) (England) Regulations 2003

## Under The Equality Act 2010 employers cannot ask potential candidates questions about their health, attendance or disability prior to making a conditional job offer. This includes requesting potential candidates to complete any type of pre-employment health questionnare/ screening form. Furthermore employers are also prohibited from asking referees to comment on an applicant’s health, attendance or disability prior to making a job offer .

## Therefore medical screening/pre-employment forms should be completeted after a job offer has been made. Offers of employment should be conditional upon receipt of a satisfactory health check/clearance.

## Where appropriate, the applicant will be referred to Occupational Health to seek advice.

## Where the applicant has a disability consideration must be given to whether there are any reasonable adjustments that can be made to enable the applicant to undertake the role.

# DBS checks

## All those appointed to work in “regulated activity” with children must have an enhanced DBS check.

## Roles requiring standard or enhanced DBS checks are exempt from the Rehabilitation of Offenders Act 1974 which means that all criminal information is provided about an applicant, even if it would otherwise be ‘spent’. An enhanced DBS check may also include relevant information the police have on record even if it has not resulted in a caution or conviction (for example if allegations have been made and reported to the police).

## Where there is a delay in receiving DBS clearance the individual must not work unsupervised with children. In addition to being supervised - a Risk Assessment should be undertaken and approved by an appropriate Director together with a barred list check .

## Having a criminal conviction does not in itself bar a person from work with children or young people. If a DBS check discloses convictions or relevant information, the employer has to decide whether the person is suitable to be employed in the role concerned. Only a tiny percentage of adults who abuse children get caught and still fewer are convicted, so organisations must never rely solely on a DBS check.

## DBS checks, although crucial, remain only one element of safeguarding and the safer recruitment process

## Once a DBS check has been completed the DBS certificate will be sent directly to the individual on whom the check has been carried out.

## Sportz CIC the school will normally receive email notification from the provider. This will either state:

#### The check is complete with ‘no content’; which means the check is clear, or

#### The check is ‘completed with content, please wait to view applicant certificate’; which mean the check is not clear.

## If the DBS check is clear Innov8 Sportz CIC can arrange a start date and ask the applicant to bring the check with them on their first date of employment. A copy of the statement/email from the DBS provider should be placed on the file where it shows the certificate as showing no content. Innov8 Sportz CIC must see an original copy of the certificate and record the details on its single central record. Presentation of the DBS certificate should be made a condition of employment in the contract of employment.

# Positive Disclosures (disclosures with content)

## A positive disclosure (i.e. ‘with content’) from the Disclosure and Barring Service is a certificate that shows cautions, warnings or convictions. It may show spent convictions and also unspent convictions, and for enhanced checks, it will also show other information that a police force deems relevant to disclose based on the nature of the job that the individual will be employed to do.

## If the certificate has ‘content’ the applicant must be asked to bring the certificate into the school as soon as possible so that the head teacher can make a decision about whether or not to employ the person.

## Directors may wish to discuss Disclosures which raise child protection issues with the Head of Safeguarding at the relevant local authority before a decision is takenWhere a decision to appoint is taken after receipt of a positive disclosure the information, should be recorded and stored on the person's file in a sealed envelope.

## Before a decision is reached on whether to offer or confirm employment to an individual, the individual should be offered the opportunity to discuss the contents of the disclosure with the CEO. A balanced decision to appoint should be based on:

#### whether they are barred from appointment

#### whether the conviction is relevant to the position

#### the circumstances surrounding the offence, and any explanations provided by the applicant

#### the seriousness of the offence

#### the length of time since the offence occurred

#### whether there is a pattern to the offending behaviour, or whether it was a one-off

#### whether the applicant's circumstances have changed

## Further discussion should take place regarding:

#### whether the applicant disclosed the conviction(s)/cautions, warnings or reprimands at application or at interview stage

#### what level of supervision the post-holder will receive

#### whether the post involves responsibility for finance or items of value

#### whether the nature of the role allows the applicant to potentially re-offend

## If an applicant has made a false declaration on the application form, or anywhere else, about convictions and cautions (or lack of them), this may render the offer of a contract of employment void.

## DBS checks do not include overseas information so applicants from abroad will need to be checked via a 'certificate of good conduct' from their home country or embassy. The DBS (Disclosure & Barring Service) only includes offences committed within the UK. See section 16 above.

# DBS update service

## For an annual subscription applicants can have their DBS certificate kept up to date and take it with them from role to role. However, if the certificate relates to work with adults and an individual’s role changes to working with children then a new DBS application must be made as the basis on which the original certificate was issued has changed.

## To apply for the update service an applicant must apply within 19 days of the criminal record certificate being issued. Individuals can apply at the DBS update service. The DBS update service is very useful to those who have multiple roles where a criminal record certificate is required.

# Working where a DBS check is delayed

## In cases where a DBS check is required but clearance is delayed or outstanding, the individual can begin work provided that all other pre-employment checks have been satisfactorily completed including a separate barred list check and the individual is supervised until full DBS clearance has been received.

## In such circumstances a thorough risk assessment should be undertaken. There should be no known concerns regarding the individual’s background or suitability. The risk assessment should include a review of the individual’s employment history and reasons for any breaks in employment or career changes. All references should have been received, checked and verified with the referees and confirmed to be satisfactory by the CEO.

## A written record should be made and retained when the CEO decides it is appropriate to allow an individual to work where a DBS check has been requested but remains outstanding (following a risk assessment by the CEO).

## Supervision requires the CEO to ensure that individuals are not allocated duties that put them in an unsupervised situation with participants, that they are accompanied when working by a member of staff with DBS clearance, that their whereabouts are known to a senior member of staff when they are not working (e.g. during break times), and that the individual fully understands their personal responsibility not to put themselves in a situation where they are alone with participants and what to do if this situation arises.

## Innov8 Sportz CIC reserves the right, in the event that the DBS check is subsequently received and deemed unsatisfactory to the CEO to terminate employment. It is essential that the individual taking up appointment is aware that this is a possible outcome.

# Childcare Disqualification Regulations

## Innov8 Sportz CIC must ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision.

# **Who is covered by ‘Disqualification under the Childcare Act 2006’?**

## Individuals with certain cautions or convictions, or childcare orders against them, working in specific settings will be disqualified from working with children. They may also be disqualified ‘by association’ if they work in a domestic setting e.g a childcarer at home, and someone who lives with them has relevant convictions, cautions or orders.

## **Staff** - Staff are covered by the Act if they are employed and/or provide childcare in either the early years or later years.

## Early Years means from birth until 1st September following a child’s fifth birthday i.e. up to and including reception age.

## Later Years means children under the age of 8.

## **Managers -** Staff who are directly concerned in the management of early or later years provision are covered by the legislation. Innov8 Sportz CIC will need to use their judgement to determine who is covered, this may include members of staff and any manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision.

## Innov8 Sportz CIC must ensure that applicants for jobs covered by the regulations are not disqualified. The statutory guidance states that records must be kept of ‘those staff who are employed to work in or manage relevant childcare settings and should record the date on which disqualification checks were completed.’ The paragraph goes on to say that ‘[the organisation] may choose to keep this information as part of the single central record, or maintain a record separately.’

## The relvant guidance can be found at https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006. Schools are advised to read the guidance to determine which staff members are covered by the regulations.

# Identity Checks

## Innov8 Sportz CIC must be certain that the person they plan to employ is the person that they claim to be. Photographic evidence that includes a date of birth and address (passport/photo driving licence etc) is the most suitable form of identification. New staff should be required to bring photographic evidence on the day they commence work.

## Innov8 Sportz CIC should keep a copy of documents used to verify identity on the successful candidate’s personnel file.

# Contractors

## Innov8 Sportz CIC should ensure that any contractor, or any employee of the contractor, who is to work at in an Innov8 Sportz CIC setting or session has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information).

## For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

## Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Innov8 Sportz CIC is responsible for determining the appropriate level of supervision depending on the circumstances.

## If a contractor working at Innov8 Sportz CIC is self-employed, the company should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

## Innov8 Sportz CIC should always check the identity of contractors and their staff on arrival at the setting or session.

# Offers of Employment

## A statement of terms and condition of employment should be sent to the candidate detailing the terms of their employment. Wherever possible employment checks should be completed and the CEO satisfied with the information received before the statement is issued. Offers of employment should be made conditional upon:

* the enhanced disclosure received from the Disclosure and Barring Service
* any good conduct certificates from overseas countries as required by Innov8 Sportz CIC
* that the candidate is not barred from working with children
* that the candidate is not disqualified from providing childcare in connection with early or later years provision or from being directly involved in its management pursuant to the Childcare (Disqualification) Regulations 2009
* verification of the candidates medical fitness;
* verification of qualifications and identity;
* confirmation of your right to work in the UK;
* Satisfactory references received (at least two) i.e that are satisfactory to the CEO; and
* such other pre-employment checks as Innov8 Sportz CIC is required to complete in accordance with its statutory or regulatory obligations

# Volunteers

## Volunteers should be subject to a similar recruitment/pre-employment process as paid workers.

## Volunteers who on an **unsupervised** basis teach or look after children regularly, or provide personal care on a one-off basis with Innov8 Sportz CIC will be in regulated activity. Innov8 Sportz CIC should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Personal care includes helping a child with eating and drinking for reasons of illness, or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.

## Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, Innov8 Sportz CIC may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.

## Innov8 Sportz CIC may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity, but have the opportunity to come into contact with children on a regular basis, e.g. supervised volunteers.

## Innov8 Sportz CIC should undertake a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. In doing so they should consider:

* the nature of the work with children;
* what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
* whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
* whether the role is eligible for an enhanced DBS check.

## If Innov8 Sportz CIC undertakes a risk assessment when deciding whether or not to obtain an enhanced DBS certificate for a volunteer, the details should be recorded and retained e.g on the individuals personal file.

## The Protection of Freedoms Act 2012 amended the Safeguarding Vulnerable Groups Act 2006, removing supervised volunteers from regulated activity and applying a duty on the Secretary of State to issue guidance to assist regulated activity providers such as Innov8 Sportz CIC, to decide what level of supervision is required so that this

exclusion would apply.

## If the volunteer is to be supervised while undertaking an activity, which would be regulated activity if it was unsupervised, the statutory guidance must be followed.

## The guidance issued following this change requires that:

•there must be supervision by a person who is in regulated activity;

•the supervision must be regular and day to day; and

•the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

## The DBS cannot provide barred list information on any information, including volunteers, who are not in regulated activity.

# Induction

## All new starters, permanent or temporary, should have an induction programme. Equally, volunteers and contract staff should be appropriately introduced to the organisation.

## The content and nature of the induction will be specific to the role and the previous experience of the new member of staff or volunteer. The purpose of an induction programme is to:

* Help the new employee to settle quickly in the job
* Demonstrate the importance Innov8 Sportz CIC attaches to the individual’s development
* Provide training and information about policies and procedures
* Reinforce Innov8 Sportz CIC’s commitment to safeguarding all articipants
* Support individuals appropriately
* Confirm code of conduct and expectations and provide examples of behaviour that would not be acceptable.
* Provide opportunities for new member of staff to raise concerns
* Enable the person’s line manager or mentor to recognise any concerns or issues about the person’s ability or suitability at the outset and address them immediately

## Induction programmes should include information about;

* Policies and procedures in relation to safeguarding and promoting welfare of children e.g. anti bullying, racism, e safety (internet), health and safety etc...
* Safe practice and standards of conduct and behaviour expected of staff and participants in their setting or sessions
* How and with whom any concerns should be raised
* Other relevant procedures (disciplinary, capability, whistle blowing, code of conduct/ behavior policy, IT/social media )
* Appropriate level of child protection training according to the role.
* Information on the role of the designated lead for safeguarding
* Part 1 of the Keeping Children Safe In Education Guidance.

## The induction process should support new staff by exploring the issues of child protection so that they do not place themselves or children at risk. It will confirm the individual fully understands what Innov8 Sportz CIC expects of them, leaving no room for any claim that they were unsure of the boundaries of acceptable and unacceptable behaviour or were unaware of established procedures.

# The Single Central Record

## Innov8 Sportz CIC must keep a single central record.

## The information that must be recorded in respect of staff members is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

* an identity check;
* a barred list check
* an enhanced DBS check/certificate
* further checks on people living or working outside the UK;
* a check of professional qualifications;and
* a check to establish the person’s right to work in the United Kingdom.

## Where checks are carried out on volunteers, Innov8 Sportz CIC should record this on the single central record.

# Appendix 1

# Example questions designed to examine an interviewee’s attitudes toward safeguarding children

## The following example questions are from the public version of the NCSL online training;

## What attracted you to this post/ with Innov8 Sportz CIC?

## How do you think your own childhood may have influenced your own practice?

## What motivates young people?

## Tells us about your interests outside work?

## What do you think are the professional challenges facing coaches/carers today?

## Give an example of where you have had to deal with bullying behaviour between participants? What did you do? What made it successful? How could you have dealt with it differently?

## Young people can develop ‘crushes’. How would you deal with this if a participant developed a crush on you?

## What would you do if you were concerned about a colleague’s behaviour towards children?

## Give an example of how you have managed poor participant behaviour?

## Give an example of how you have responded to challenging behaviour? How did it affect you emotionally? How did you cope with the aftermath?

## When do you think it is appropriate to physically intervene in a situation involving young people? Have you ever had to do this?

## What makes a setting/session a safe and caring place?

## What policies are important to support a safe environment?

## What are staff’s responsibilities in protecting children?

## How do you define an appropriate coach/carer participant relationship?

## Give examples of what you would consider to be appropriate and inappropriate behaviour between / toward staff and participants.

## Have allegations ever been made about you at work? What were the circumstances? What was the outcome? What did you learn from this?

# Other questions you could ask are;

## Tell us what you have done in the last 12 months to improve child protection in your role. How did this action arise? Who did you talk to? What were the results?

## Give me an example of when you have had safeguarding concerns about a child? What did you do? Who did you involve? What was the outcome?

## Tell us about a situation which you felt fell short of acceptable safeguarding standards. How did it arise? Who did you speak to? What actions did you take?

## Tell us about how you have dealt with a child with ‘difficulties’?

## What are your feelings about children who make allegations against coaches/carers?

# Follow up questions

## Some of these questions will need following up:

## For example question 15,

## How do you define an appropriate coach/carer participant relationship?

## Could be followed up by;

## So can you explain how you have ensured in your previous role that you have modelled this relationship? Were there times when boundaries were blurred? How did you manage this? Who did you involve? What have you learnt from this?

## By asking a follow up question you start to unpick the initial answer and investigate the validity of the answers. By using other tests and assessments activities you can increase the level of confidence you have when making the final selection decision.