



APPENDIX C

Safeguarding Recruitment/appointment of staff/coaches

1. Introduction

- 1.1. The Club recognises its responsibilities to take all reasonable steps to prevent unsuitable people gaining access to the Club to work directly with Children, young people and vulnerable adults.
- 1.2. In recruiting for roles/positions which directly involve responsibility for children, young people and vulnerable adults the Club will ensure that the following standards are applied:

2. Advertising

- 2.1. Roles/positions will be clearly defined and that those necessitating a Disclosure and Baring Service (DBS) will be clearly advertised as such.
- 2.2. Applicants will be required to complete an application form providing all relevant information about themselves and their background.
- 2.3. Applicants will be required to sign a Child Protection and Safeguarding Declaration Form (App C1) stating that there is no reason why they should be considered unsuitable to work with children, young people, and vulnerable adults.

3. Interview

- 3.1. Interviews will be held for all shortlisted applicants by three Committee Members.

4. Documentation/Pre-appointment

- 4.1. Prior to appointment the following documents will be checked:
 - (i) Proof of identity
 - (ii) Proof of address



- (iii) Completed Child Protection and Safeguarding Form
- (iv) valid DBS certificate held
- (v) 2 x references have been provided
- (vi) evidence of safeguarding training undertaken
- (vii) licensed to coach/membership verification by the relevant sporting body, eg England Squash
- (viii) have undertaken first aid training
- (ix) hold professional indemnity and personal accident insurance cover (where appropriate)

5. Ongoing Checks

5.1. The Club will ensure that ongoing checks are undertaken to ensure;

- (i) DBS certificates are still valid and held,
- (ii) coaching licences are in place,
- (iii) professional indemnity and personal accident insurance cover is in place (where appropriate)
- (iv) and appropriate refresher training has been undertaken, eg, safeguarding training, first aid.