

SAFE RECRUITMENT GUIDANCE

Sport relies on thousands of well-motivated staff and volunteers without whom most clubs, activities and events would not exist. Safe recruitment and selection procedures help to ensure a safe workforce by deterring and screening out unsuitable individuals. These procedures outline the key steps in Parkour UK's safe recruitment process.

Effective Recruitment and Selection Procedures Benefit Everyone:

- Staff and volunteers have clearly defined roles and responsibilities.
- Parents/carers are assured that measures are taken to recruit only suitable people to work within the organisation.
- Organisations reduce the risk to their reputation.

The same procedures should be adopted whether staff are paid or unpaid, full or part-time.

Key Safe Recruitment Steps for Each Post

Job Role/Job Description

- Describes the full range of tasks, duties and responsibilities of the role and helps everyone to understand the extent and nature of the role.

Person Specification

- Describes the type of skills, experience and attributes required for this role (e.g. specific experience, sports or other qualifications, and other requirements, such as effective communication with children).

Job/Role Advert

- Involves advertising or promoting paid jobs or volunteer roles to attract the widest response and demonstrate an open recruitment process. This could be through Parkour UK's newsletters, social media, website, or external channels. Additionally, if appropriate, a criminal records check* will be undertaken.

*A criminal records check may be undertaken using any of the following organisations – Disclosure and Barring Scheme - DBS (formally CRB) (England & Wales), AccessNI (Northern Ireland), Disclosure Scotland (Scotland) or Garda Central Vetting Unit (Republic of Ireland). Note that the Garda Central Vetting Unit will only disclose conviction information. Guidance about which roles or posts are eligible for a criminal records check can be found on the relevant organisation's website.

Application Form

- All applicants will be required to complete an application form. A copy of this form will be retained by the employing organisation to inform a subsequent interview/meeting with the candidate and identify any gaps in the employment/volunteering history.
- It will capture relevant information about the person's experience, qualifications and employment history (paid and voluntary).

For eligible posts, this will include a link allowing the individual to [Self Declare](#) relevant convictions or information and give their consent for a criminal record check to be undertaken. The form states that failure to disclose information may result in their exclusion from the organisation.

Written References

- The employing organisation should obtain at least two written references, preferably including the applicant's last employer (paid role) or deployer (voluntary role). Reference requests should include someone who can comment on the applicant's previous work.
- Ideally, references should be sought on all short-listed candidates and obtained before the interview. Ideally, referees should be contacted directly, e.g. by phone.
- The employing organisation should take care to ensure that information from all sources is provided to those with responsibility for making a decision on the individual's suitability for the role.

Risk Assess Information

- We will establish a system to risk assess information returned from any of the above sources and will not employ or deploy the individual until this is complete.
- Risk assessments of any concerning information arising during the recruitment process should be undertaken by an appropriately experienced/trained individual, for example, chaired by the person with lead safeguarding responsibilities. *Interview*
- The employing organisation should ensure staff or volunteers undertake an interview or have a meeting with at least two representatives of the organisation.
- Check out any gaps in the application form and ensure the applicant has the ability and commitment to meet the standards required to adhere to the safe sport policy.
- The employing organisation should explore the applicant's attitude to power, authority and discipline and ask for a response to a problem faced within our organisation to

assess their commitment to promoting good practice and their ability to communicate with others.

Identity and Qualification Checks

- The employing organisation should take steps to confirm the candidate's identity (e.g. request photographic identification), qualifications, experience and right to work in the UK and clarify any apparent gaps in employment. *Criminal Records Checks*
- The employing organisation need to follow clear guidelines to establish which roles are eligible for criminal records checks and ensure that applicants for eligible posts are required to comply. Information about previous criminal convictions or other concerns will be risk assessed as above. Further information can be found on the [DBS Website](#).

Probationary/Trial Period

- All candidates should be set a probationary/trial period (usually 6 months), and the post holder's performance should be reviewed against the job description after this time.
- All appointments should be made by the Recruitment Committee (or similar) and not by any individual member/s of the organisation/club.

Induction

- The employing organisation should ensure that all new recruits go through an induction process as soon as possible (this introduces them to all important aspects of their new post) so that they are familiar with the organisation's safeguarding policies and procedures and the responsibilities of the post. the club/gym Recruitment Committee (or similar) should ratify all recommendations for appointment. The decision to appoint staff or volunteers is the responsibility of the organisation and not any one individual within it.
- The employing organisation should require new recruits to be familiar with and sign up to the organisation's constitution and rules and any guidelines, codes of conduct, regulations and policies.
- The employing organisation should establish what training would be useful/required for the new recruit based on their role and experience.

- The employing organisation should ensure that all new recruits have either recently undertaken adequate safeguarding training (if appropriate in line with requirements) or now do so as soon as possible and no later than six months after taking up their post.