



Registered Charity No. 1192282

Recruitment & Training of Employees

Approved by Trustee Board:

4th October 2024

Next Review:

April 2025

Policy Statement

All employees must be subject to an appropriate vetting process to establish their suitability to work with children and vulnerable adults prior to appointment.

The suitability of employees to continue to work with children and vulnerable adults will be subject to periodic review in line with the requirements of affiliated organisations.

All employees will be provided with suitable information and training to enable them to safely deliver and / or support members during the charity's activities.

Background

The Protection of Freedoms Act 2012 became law in May 2012 and places a legal requirement on charity such as Together We Can Do to ensure all staff and volunteers holding or applying for a post deemed to be "regulated activity" are subject to checks to confirm their suitability to work with children and vulnerable adults.

Regulated Activity has a wide definition and includes:

- unsupervised activities involving teaching, training, instruction, care for and supervision of children or driving a vehicle only for children.
- unsupervised activity which involves providing personal care to an adult.

To fall within scope of the Act the activity needs to occur frequently (at least once per week) or happens intensively (on 4 or more days in a 30-day period) or overnight.

The charity is committed to providing a safe environment for our members and the requirements of the recruitment process outlined below must be followed whenever a coach / tutors or volunteer is appointed. In the recruitment of staff and volunteers the wellbeing of the children and vulnerable adults is paramount.

Procedure

Applications

Every applicant must be treated in a fair and consistent manner.

The person's identity will be verified by two charity officers prior to it being considered.

A meeting with the applicant involving at least one trustee and the Safeguarding and Welfare Officer will take place to discuss the information detailed on the application form. Each applicant shall be given the opportunity to discuss their experiences and qualifications for the role and will be asked for examples of how they would manage some sample situations.

In assessing the person's suitability, the following will be considered:

- Relevant qualifications and experience of working with children and vulnerable adults (both inside and outside of the sports club environment).
- A timeline identifying any roles that involved working directly with children or vulnerable adults.
- A timeline identifying a previous role in a sports or similar club.
- Their attitudes and commitment to safeguarding children and vulnerable adults.
- Their response to being asked if they have ever been refused work that involved

- contact with children or vulnerable adults.
- Their response to being asked whether there is anything that the charity should know that could affect their suitability to work with children and vulnerable adults (including whether they have been convicted of an offence involving dishonesty or deception or associated with an undischarged bankruptcy).

References

References must be obtained even if the person is known to the charity. References should not be from a person who is related to the applicant.

The referee must know the applicant personally and have some knowledge of the skills and attributes the individual can offer to support the charity and its members. This should include their attitude towards the wellbeing and safeguarding of children and / or vulnerable adults.

All references will be checked by a trustee or the Safeguarding & Welfare Officer prior to confirmation of suitability of the applicant being provided to the Secretary.

Vetting

The vetting procedure is essential in determining if the person applying for a role is suitable to work with children and vulnerable adults. A Disclosure and Barring Services (DBS) enhanced check is required for all coaching, teaching and sport volunteer roles.

The Countersigning Officer will undertake suitable checks to enable the accuracy of information provided by the applicant to be checked prior to the DBS Application being submitted.

The applicant will be informed that the vetting process could take several weeks to complete and that they will not be allowed to act as a coach / tutors / volunteer until the DBS clearance has been obtained.

The applicant will be issued with an “Enhanced Certificate” by the DBS and asked to provide this to the Secretary in order that the certificate number and issue date can be recorded.

Recruitment Decision

The trustees will consider all the information they have prior to deciding whether the individual is employed or allowed to act as a volunteer.

If the decision is that the individual should not be hired then the reasons for making this decision will be communicated to the individual by the Secretary.

Post Recruitment

All employees must attend an initial meeting with a trustee and the Welfare Officer where an introduction to the charity’s membership conditions and initial safeguarding guidance will be provided.

A copy of the Employee Handbook will be provided to the employee and the following matters will be covered during this induction meeting:

- The charity’s policy and procedure for Safeguarding the welfare of members
- Confirming that they have attended a “Safeguarding” training course within the previous 12 months or a commitment to attend an appropriate course within 6 months
- The charity’s “Code of Conduct for Employees”

- The charity's Equality and Diversity, Health and Safety & Data Protection policies.
- The arrangement for pay, leave, expenses etc are managed
- How their probationary period will be managed along with brief details of the charity's performance management, grievance and disciplinary procedures.
- The identification of any additional training required to undertake the role(s).
- The support available to help them do their job including mentoring and supervision

After the induction meeting each employee must confirm by signature that they

- have received the Employee Handbook
- will abide by the respective Code of Conduct.

All employees will be registered as a member of the charity following completion of the above.

Initial Training

Each employee will be provided with an initial training to enable them to undertake the work expected of them. The specific details of the training is dependent upon their role but will include

- the charity's arrangements for reporting and recording accidents, incidents, allegations and complaints.
- Specific health and safety requirements and information relevant to the location(s) where programmed activities are taking place.

Training & Development

The performance of all the charity's employees is subject to periodic review where training and development needs are discussed. Following the completion of a probationary period these reviews are undertaken at least annually.

Employees will be supported to undertake training and development activities. Where this is essential for the individual to undertake their role or judged to be highly desirable to meet the charity's objectives then

- The individual will receive pay to cover the time spent undertaking the training / development work
- The costs associated with participation in the training and development activities will be paid by the charity.

The charity may support an individual to undertake other training and development activities, say to increase their knowledge, skills and qualifications, which are not essential or highly desirable for their work with the charity. Under these circumstances the individual may receive financial support, but this will be assessed on a case-by-case basis.

Assurance of Continuing Suitability

The suitability of employees to continue to work with children and vulnerable adults will be subject to periodic review.

The trustees will ensure that the status of the DBS clearance for all employees are periodically reviewed.

In the event of information being brought to the attention of the trustees that raises

doubts over the suitability of an employee to continue to work with members this will be discussed. The trustees will consider all the information they have prior to deciding whether the individual is permitted to continue to work for the charity.

If the decision is that the individual should no longer be employed then the reasons for making this decision will be communicated to the individual by the Secretary.

References

1. Employee Handbook, Issue 1 October 2024