

Recruitment

Recruitment Process

If a role involves working with children (anyone under 18) or adults at risk, the role requirements will be carefully reviewed to determine if a DBS check is required.

We will advertise for any vacant positions and any adverts and/or job descriptions will refer to any requirements to complete the appropriate DBS check.

All applicants are required to complete a standard application process to ensure they have all the information they need about our organisation, including the advertised role and to ensure we can assess their suitability for the role. This process will provide us with essential information such as employment history (either paid or voluntary), further education background, academic or vocational qualifications.

During the application process applicants are asked to confidentially self-disclose any unspent criminal offences or child protection investigations. If the role requires an enhanced DBS check, we will also ask applicants to disclose any unprotected spent offences. Where the information raises a safeguarding concern, details will be shared with the relevant organisations.

We will take reasonable steps to confirm the applicants' suitability for the role, including; verifying qualifications and professional memberships, assessing skills and relevant experience. All applicants will be asked to provide an explanation for any significant gaps or repeated changes in employment history where no reasons have been provided on their application. We may also ask interview questions which are designed to allow candidates to demonstrate the attitudes and values that people working with children need to have.

Applicants will be asked to provide contact details of people willing to act as a referee during the application process. References are normally sought after a conditional offer of employment or engagement has been made, however there may be occasions when we ask applicants for their consent to contact a referee before an offer of employment or engagement has been made. All conditional offers of employment or engagement are subject satisfactory completion of all vetting processes including references.

Ace Sports Coaching provides an induction programme for all new staff which includes our safeguarding policies and procedures. As part of the induction process all new staff are required to complete an initial probationary period to ensure that their conduct, performance, behaviours and attendance meet the required standards.

Safe recruitment policy

ASC is committed to safeguarding children (anyone under 18) and adults at risk. ASC complies with National Safe Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. ASC conducts Disclosure and Barring Service (DBS) checks on applicable positions as part of this process.

The aim of the Safe Recruitment policy is to help deter people who might abuse children or adults at risk from applying for roles where they will have access to those vulnerable groups.

Individuals involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

This Policy shall be applied consistently in relation to all staff regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

Safe Recruitment and Rehabilitation of Offenders Policy

All coaches working for ASC in any capacity must have a coaching accreditation or equivalent.

This accreditation must be renewed annually where applicable and requires current Enhanced DBS, First Aid and Safeguarding certificates to be in place.

ASC check each coach annually to ensure all documents are in date, even if their accreditation is valid they must keep DBS, First Aid and Safeguarding in date at all times. Failure to adhere to this will prevent the coach from working until certificates are renewed. This forms part of the coach's service agreement with ASC which is renewed annually on 1st January.

Upon joining Ace Sports Coaching all coaches must have accreditation and valid documentation in place before commencing any coaching.

Coaches also complete regular CPD to ensure their suitability for the job..