



## **Ace Sports Coaching Safe Recruitment and Rehabilitation of Offenders Policy**

### **Ace Sports Coaching Recruitment Policy**

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

This accreditation must be renewed annually and requires current 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 1<sup>st</sup> January.

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

### **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.

### **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 to 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.

## **DBS checks**

Any individual intending to work in Regulated Activity with children, young people or adults are required to complete an Enhanced DBS check and Barred List check before commencement of employment or engagement and at least every 3 years during their employment or engagement.

Regulated activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the Protection of Freedoms Act 2012 (PoFA).

Any individual intending to work in a role which involves work with children or adults at risk but is not defined as Regulated Activity will be required to complete an Enhanced DBS check before commencement of employment or engagement and at least every 3 years during their employment or engagement. ASC will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

All conditional offers of employment or engagement are subject to receipt of a satisfactory DBS check completed, and an Overseas Criminal Record check if appropriate.

In order to minimise risk, if a role is not defined as Regulated Activity but requires an Enhanced DBS check and this check takes much longer than anticipated, in exceptional

circumstances where a delay in employment or engagement may cause significant operational difficulties the Operations Manager may authorise an individual to commence their work in a supervised capacity. However this does not apply to roles considered as working in Regulated activity.

If we are not satisfied with the outcome of any of the above checks (DBS check or Overseas Criminal Record check) we may decide to withdraw a conditional offer of employment or engagement. We may also withdraw a conditional offer of employment or engagement if an applicant has failed to co-operate with this process or if the process has not been completed within reasonable timescales.

Staff who begin performing additional duties or a different role that moves them into Regulated Activity will be asked to complete a new Enhanced DBS and Barred List check.

All agency workers and contractors used by the ASC are required to comply with the Enhanced DBS and Barred List Check requirements at all times as outlined in this Policy. If new or adverse information emerges or appropriate checks have not been made by the Agency, ASC will require the Agency to withdraw the temporary worker immediately. Furthermore, ASC will consider the implications of these Policy requirements on the provision of service agreements for all contractors, including any additional vetting requirements for those roles engaged in Regulated Activity with children, young people or adults at risk.

### **DBS checks revealing content**

A DBS check will disclose any spent convictions, cautions or reprimands that are not protected and been subject to filtering by the DBS. DBS checks may also disclose other relevant information based on the position applied for.

The relevant governing body will receive a notification when a DBS check has revealed content (i.e. an offence); however, the governing body will not know the details of the content.

When the governing body receives a notification that a DBS check has revealed content, the applicant will be asked to provide the original DBS check for review. The governing body will then review the information to decide if any further information or action is required.

If the DBS is not provided to the governing body for review, ASC may withdraw any conditional offer of employment or engagement and take appropriate steps to prevent the individual from working with children and adults at risk.

### **Rehabilitation of Offenders Act 1974**

We comply with The Rehabilitation of Offenders Act 1974 and seek to ensure that past offence(s) do not impact on an individual's life after the offence(s), if they have continued to abide by the law. This usually means we do not consider any spent conviction unless someone wants to work with children, young people or adults at risk.

When someone is applying to work with children, young people or adults at risk, regardless of whether a conviction is deemed spent, you are required by law to tell your employer. Failure to disclose this means we can dismiss that person on the grounds of deception or lawfully not employ them.

## **Disclosure and Barring Service (DBS) checks**

When a DBS application is sent to the Police, they will disclose any spent convictions, cautions, reprimands, warnings. They may also disclose other relevant information based on the position applied for.

The governing body consider the type of conviction, caution, reprimand, warning and any other relevant information when completing a risk assessment of an individual's suitability to work with children, young people or adults at risk.

## **General points about the Rehabilitation of Offenders Act 1974**

- A spent conviction is usually ignored after a specified period of time or rehabilitation.
- A custodial sentence of more than 2.5 years will never become spent. Those with a sentence less than this become spent after a number of years depending on the sentence imposed.
- A caution, reprimand or warning will usually become spent immediately, unless there is conditional warning which becomes spent after 3 months.
- Someone convicted under the age of 17 usually has a rehabilitation period half that of someone over the age of 18.
- Someone who has had a conditional caution must declare this when asked, regardless of whether it is spent. • Cautions do not need to be declared.

Ace Sports Coaching