



## Staff Vetting Policy for Ace Sports Coaching

**Location:** Ace Sports

**Policy Created By:** Nick McGowan

**Policy Date:** September 2024

**Review Date:** September 2025

### 1. Policy Statement

At Ace Sports Coaching, the safety and well-being of the children in our care are our top priorities. To ensure a safe environment, we implement a rigorous staff vetting process for all employees, volunteers, and contractors. This policy outlines the procedures for recruiting, vetting, and managing staff to ensure that only suitable individuals work within our childcare and sports setting.

### 2. Aims and Objectives

- **Safeguarding:** To safeguard the children in our care by ensuring that all staff members are thoroughly vetted before they are employed or allowed to work with children.
- **Compliance:** To comply with UK legal requirements and statutory guidance related to the recruitment and vetting of staff in childcare settings.
- **Transparency:** To provide clear guidelines for the vetting process, ensuring that all candidates understand the requirements and procedures involved.

### 3. Legal Framework

This policy is guided by the following UK legislation and statutory guidance:

- The Children Act 1989 and 2004
- The Childcare Act 2006
- The Safeguarding Vulnerable Groups Act 2006
- The Data Protection Act 2018 and UK GDPR
- The Rehabilitation of Offenders Act 1974
- The Disclosure and Barring Service (DBS) Regulations
- The Early Years Foundation Stage (EYFS) Statutory Framework

### 4. Scope of the Policy

This policy applies to all individuals who work or volunteer within [Your Business Name], including:

- Permanent and temporary staff
- Volunteers
- Contractors and self-employed individuals
- Agency staff
- Students on placement

## 5. Recruitment and Selection Process

### 5.1 Job Advertisements and Applications

- **Clear Criteria:** All job advertisements will clearly state the criteria for the role, including the requirement for a DBS check and any other relevant vetting procedures.
- **Application Form:** All candidates will be required to complete an application form that includes a declaration of any criminal convictions, cautions, or pending investigations.
- **References:** Candidates must provide at least two references, including one from their most recent employer. References will be thoroughly checked before any offer of employment is made.

### 5.2 Interviews

- **Structured Interviews:** All candidates will undergo a structured interview process, during which their suitability for the role, understanding of safeguarding, and ability to work with children will be assessed.
- **Safeguarding Questions:** Specific questions related to safeguarding will be included in the interview to assess the candidate's awareness and commitment to child protection.

### 5.3 Identity and Right to Work Checks

- **Identity Verification:** All candidates will be required to provide original documents to verify their identity (e.g., passport, driving license) and right to work in the UK.
- **Document Copies:** Copies of these documents will be taken and stored securely in line with data protection regulations.

## 6. Disclosure and Barring Service (DBS) Checks

### 6.1 Requirement for DBS Checks

- **Enhanced DBS Check:** All staff, volunteers, and contractors who have regular contact with children will be required to undergo an Enhanced DBS check with a check of the Children's Barred List.
- **DBS Update Service:** Staff members are encouraged to subscribe to the DBS Update Service, allowing us to carry out status checks on their DBS certificate as required.

### 6.2 Handling of DBS Information

- **Confidentiality:** All DBS information will be handled in strict confidence, stored securely, and only accessed by authorised personnel.

- **Risk Assessment:** If a DBS check reveals any convictions, cautions, or other relevant information, a risk assessment will be conducted to determine the candidate's suitability for the role.
- **DBS Portability:** We may accept a DBS certificate from another organisation if the check is recent, relevant, and the individual is subscribed to the DBS Update Service. However, a new check may be requested at our discretion.

## 7. Prohibition and Disqualification Checks

### 7.1 Prohibition from Teaching Check

- **Teaching Staff:** For any staff member with teaching responsibilities, a Prohibition from Teaching Check will be conducted to ensure they are not prohibited from teaching by the Department for Education (DfE).

### 7.2 Disqualification by Association

- **Self-Declaration:** Staff members will be required to complete a self-declaration form regarding Disqualification by Association, in line with the Childcare (Disqualification) Regulations 2018. This applies to those working in early years and certain later years settings.
- **Disqualification Check:** Where relevant, a Disqualification Check will be carried out to ensure that no staff member is disqualified from working in childcare.

## 8. Health and Fitness Checks

### 8.1 Health Declaration

- **Fitness to Work:** All candidates will be required to complete a health declaration form to confirm their fitness to work with children. Any health conditions that may affect their ability to perform their role safely will be assessed.
- **Occupational Health:** If necessary, we may refer the candidate to an occupational health professional for further assessment.

## 9. Induction and Training

### 9.1 Induction Programme

- **Safeguarding Training:** All new staff members will undergo a thorough induction programme, including mandatory safeguarding training. This will cover child protection policies, procedures, and their responsibilities for keeping children safe.
- **Policy Familiarisation:** New staff will be provided with copies of key policies, including this Staff Vetting Policy, and will be required to confirm that they have read and understood them.

### 9.2 Ongoing Training

- **Regular Updates:** All staff will receive regular training updates on safeguarding and other relevant topics to ensure their knowledge and skills remain current.

## 10. Monitoring and Review

- **Ongoing Monitoring:** Staff members are required to inform management of any changes in their circumstances that may affect their suitability to work with children, including new convictions or investigations.
- **Regular Review:** This Staff Vetting Policy will be reviewed annually or sooner if there are changes in legislation, guidance, or circumstances. Regular checks will be made to ensure the policy remains effective and up to date.

## 11. Breach of Policy

- **Disciplinary Action:** Any staff member found to have breached this policy may be subject to disciplinary action, up to and including termination of employment.
- **Reporting Concerns:** Any concerns about the vetting process or a staff member's suitability to work with children should be reported immediately to management for investigation.

**Next Review Date:** September 2025

**Policy Reviewed By:** Nick McGowan