



# CoeActive Fitness

Strength | Cardio | Flexibility

## **CoeActive Kids Safer Recruitment Policy**

### **1 Introduction**

- 1.1 CoeActive Fitness is committed to safeguarding and promoting the welfare of all young people in its Care
- 1.2 CoeActive Fitness recognises it has a duty of care, moral and legal obligations to ensure that all children and vulnerable adults involved in the classes and activities have protection from harm and have the opportunity to learn and experience CoeActive Fitness' services in a safe and supportive environment.
- 1.3 The safe recruitment of CoeActive Fitness employees and volunteers is the first step to safeguarding and promoting the welfare of children.
- 1.4 CoeActive Fitness expects all staff and volunteers to share this commitment.

### **2 Regulatory Requirements**

- 2.1 In line with recent legislation including the Children Act 2004 and the Safeguarding Vulnerable Groups Act 2006, and statutory guidance CoeActive Fitness takes its duty of care for all young people seriously.
- 2.2 In order to help safeguard and promote the welfare of all its young people, CoeActive Fitness is committed to a thorough and consistent Safer Recruitment Policy.

### **3 Aims and Objectives**

- 3.1 The aims of the Safer Recruitment Policy are to help deter, reject or identify people who might be unsuited to working with young people by having appropriate procedures for appointing employees.
- 3.2 The policy objectives are to operate the procedures consistently while obtaining, collating, analysing and evaluating information from and about applicants applying for any vacancies within CoeActive Fitness.

### **4 Roles and Responsibilities**

The implementation of this policy is mandatory across all areas of CoeActive Fitness. Specific responsibilities are outlined below:

#### **4.1 Business Owner and Designated Safeguarding Lead**

The Business Owner (Hayley Coe) is ultimately responsible for the implementation of the CoeActive Fitness' Safeguarding Policy and Procedures.

Responsible for ensuring:

- That safeguarding implications are constantly reviewed across the scope of the work that CoeActive Fitness delivers to children and young people are fully considered in the development of all new pieces of work.
- The continued development of CoeActive Fitness' approach to Safeguarding, considering and authorising any immediate changes in operational policy required due to a safeguarding incident or near miss safeguarding is considered in all appointments of staff.
- Training of staff is provided as regularly as is necessary.

## 4.2 Assistant Manager and Designated Safeguarding Lead

The CoeActive Fitness Assistant Manager and Designated Safeguarding Lead (Jayne Voice) will ensure the policy and its accompanying procedures and practice guidelines are implemented and that the policy and practices are in line with the relevant guidelines and legal framework.

Responsible for:

- ensuring that CoeActive Fitness Instructors, Assistants and supply instructors are able to discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support on action if situations arise;
- ensuring the Safeguarding policy is fully implemented locally and that procedures to support the policy are set up as outlined, complied with and communicated; ensuring the referral of all safeguarding, child protection issues to the **Hillingdon Multi-Agency Safeguarding Hub (MASH)** directly on 01895 556633. (This may be as simple as discussing a hypothetical issue to protect identities);
- ensuring all reporting CoeActive Fitness Instructors, Assistants and supply instructors are aware of their roles and responsibilities under this policy. This must form part of their induction;
- ensuring CoeActive Fitness Instructors, Assistants and supply instructors undertake appropriate and required induction and training in safeguarding/child protection, at the required level relevant to their role;
- ensuring all new staff members and volunteers have the required disclosure certificate in place if engaging in regulated activity with young people and that they cooperate with the DBS procedure to include checking ID and provision of signed copies of documents to Business Owner (Hayley Coe).

## 5 Recruitment of Employees

### 5.1 Advertising

To ensure equality of opportunity, CoeActive Fitness will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement. Any advertisement will make clear the CoeActive Fitness' commitment to safeguarding and promoting the welfare of children. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

### 5.2 Application Forms

CoeActive Fitness uses its own application form, and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Incomplete application forms will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV's will not be accepted.

It is unlawful for the CoeActive Fitness to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at CoeActive Fitness.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

### **5.3 Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

### **5.4 References**

References for shortlisted applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by CoeActive Fitness. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee, and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism". Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference. CoeActive Fitness does not accept open references, testimonials or references from relatives.

### **5.5 Interviews**

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process if it has been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited for an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

## 5.6 Offer Of Appointment And New Employee Process

CoeActive Fitness carries out a number of pre-employment checks in respect of all prospective employees. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating CoeActive Fitness standard terms and conditions of employment;
- Verification of the applicant's identity (where that has not previously been verified);
- The receipt of two references (one of which must be from the applicant's most recent employer) which CoeActive Fitness considers being satisfactory;
- The receipt of an enhanced disclosure from the DBS and confirmation that the applicant is not named on the Children's Barred List. The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. It is CoeActive Fitness' policy that the DBS disclosure must be obtained before the commencement of employment of any new employee. It is CoeActive Fitness' policy to re-check employee's DBS Certificates every two years and in addition, any employee that takes leave for more than three months (i.e., maternity leave, career break, etc) must be re-checked before they return back to work.
- If required: verification of the applicant's medical fitness for the role; verification of the applicant's right to work in the UK;

CoeActive Fitness is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining evidence and considering reasonable adjustments. Overseas checks.

## 5.7 Induction Programme

All new employees will be given an induction programme which will clearly identify CoeActive Fitness' policies and procedures, including the Safeguarding Policy and make clear the expectations which will govern how staff carry out their roles and responsibilities.

## 5.8 Register of Members of Staff and Volunteers

In addition to the various staff records kept by CoeActive Fitness and on individual personnel files, a record of recruitment and vetting checks is kept. This is kept up-to-date and retained by the Business Owner (Hayley Coe) and CoeActive Fitness Assistant Manager and Designated Safeguarding Lead (Jayne Voice).

## 5.9 Ongoing Employment

CoeActive Fitness recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff.

CoeActive Fitness will, therefore, provide ongoing training and support for all staff, as identified through regular reviews. Evidence of any training completed, such as Level 2 safeguarding training will be stored in the employees personnel file.

## 6 Safeguarding

At CoeActive Fitness, safeguarding is paramount and we are fully committed to ensuring the welfare and safety of all our young people. We believe that all young people have a right to stay in a support-

ive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any child in distress and are confident about applying the processes to avert and alleviate any such problems.

If any behaviour is a concern in relation to safeguarding CoeActive Fitness' procedures and processes will be followed at all times in accordance with the CoeActive Fitness Safeguarding Policy.

This Policy will be regularly monitored and reviewed by the Business Owner (Hayley Coe) and CoeActive Fitness Assistant Manager and Designated Safeguarding Lead