Safer Recruitment policy

PURPOSE AND SCOPE

Torquay Alpine Ski Club is committed to safeguarding children (anyone under 18) and adults at risk. The Club follows the principles of safer recruitment and relevant UK safeguarding legislation and guidance to help ensure that all staff, coaches and volunteers are suitable to work with children and adults at risk. Torquay Alpine Ski Club conducts criminal record checks (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 paid or voluntary roles where they will have access to those vulnerable groups. Individuals involved in the recruitment and selection of staff, coaches and volunteers 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, coaches and volunteers regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

This policy applies to the committee, coaches, volunteers, members, parents/carers and any other individuals associated with Torquay Alpine Ski Club.

Process

- Recruitment information, references and DBS information will be handled confidentially and in accordance with the Data Protection Act 2018.
- All new applicants wishing to volunteer or work at the club will be required to fill in an application form.
- They will be required to provide 2 references and the club will contact these referees.
- Where applicable, they will be required to undergo an enhanced Disclosure and Barring Service (DBS) check. Having a criminal record will not necessarily preclude

anyone from working or volunteering at the club, it depends on the nature of the offence.

- Where applicable, they will be required to have a check against the DBS barred list for working with children.
- If they are going to work or volunteer in Regulated Activity, they will not be able to do so unsupervised until their Barred List status has been verified.
- Torquay Alpine Ski Club will verify the outcome of the DBS Disclosure with Snowsport England via their Sport80 profiles accessible to the Club committee.
- The applicant will be provided with a role description for the work they will be undertaking which will clearly identify whether the role involves regulated activity, supervision of children or adults at risk, and the safeguarding responsibilities associated with the role.
- Individuals must not undertake regulated activity unsupervised until all required recruitment and safeguarding checks have been satisfactorily completed. Or they can but must be supervised at all times
- They will attend an interview/informal meeting
- They will be required to accept and adhere to all other club policies
- They will receive an induction which will include:
    - Verification of their identity
    - Verification of the individual's right to work in the UK, where applicable, in accordance with current Home Office requirements (where applicable) - http://www.ukba.homeoffice.gov.uk/
    - Verification of their qualifications (if applicable to their role)
    - Signing up to the relevant Code of Conduct
    - An induction or explanation of welfare of young people including:
        - the club policies and procedures including reporting procedures
        - Transport Policy
        - Photographic Policy
        - Social Media Policy
        - Explanation of club ethos, appropriate communication, and interaction with children
        - An introduction to club members relevant to their role
        - All people working or volunteering with children will initially be monitored by the CWO, head coach or other appropriate person.
- **SELF DISCLOSURE**
    - Staff, coaches and volunteers are expected to inform the Club promptly if they become subject to any police investigation, criminal conviction, caution, or safeguarding concern that may affect their suitability for their role.

This policy is reviewed by the committee every three years (or earlier if there is a

Commented [1]: SELF DISCLOSURE - Staff, coaches and volunteers are expected to inform the Club promptly if they become subject to any police investigation, criminal conviction, caution, or safeguarding concern that may affect their suitability for their role.

change in national legislation).

Policy written: Summer 2026

Committee Approved: Summer 2026

Policy to be reviewed Summer 2029