



Safer Recruitment Policy

1. Purpose

The purpose of this policy is to ensure that all recruitment processes are conducted safely, fairly and consistently to protect children, young people and vulnerable adults from harm.

The organisation is committed to safeguarding and promoting the welfare of all children and expects every employee, volunteer and contractor to share this commitment.

This policy applies to all recruitment undertaken by the organisation.

2. Scope

This policy applies to all who work with the organisation, including but not limited to:

- Permanent employees
- Part-time employees
- Swimming teachers/Contractors
- Lifeguards
- Other Contractors

3. Principles

The organisation will:

- Place safeguarding at the centre of recruitment.
- Recruit suitable individuals through fair and transparent procedures.
- Prevent unsuitable individuals from gaining access to children.
- Comply with all relevant employment and safeguarding legislation.
- Promote equality, diversity and inclusion throughout recruitment.

4. Recruitment Planning

Before recruitment begins:

- A job description will be prepared.
- A person specification will be agreed.
- Safeguarding responsibilities will be identified.
- The level of DBS check required will be determined.

5. Advertising Vacancies

All recruitment advertising should include a safeguarding statement such as:

"Our organisation is committed to safeguarding and promoting the welfare of children and vulnerable adults. Successful applicants will be required to complete appropriate pre-employment checks including an Enhanced DBS check where applicable."

6. Applications

Applicants should complete an application form rather than relying solely on a CV.

Applications should include:

- Full employment history.
- Explanation of employment gaps.
- Qualifications.
- Professional memberships where relevant.
- Referee details.

Applications containing unexplained inconsistencies should be explored before appointment.

7. Shortlisting

Shortlisting should be undertaken objectively against the person specification.

Recruiters should review:

- Employment gaps.
- Career history.
- Frequent changes of employment.
- Relevant experience.
- Qualifications.

Any concerns should be discussed during interview.

8. Interviews

At least two people should conduct interviews whenever practical.

Interviews should include questions relating to:

- Safeguarding.
- Professional boundaries.
- Working with children.

- Behaviour management.
- Reporting safeguarding concerns.
- Previous safeguarding experience.

Interview notes should be retained.

9. References

A minimum of two references should normally be obtained before appointment.

References should:

- Be from recent employers where possible.
- Confirm employment dates.
- Confirm suitability to work with children.
- Identify any safeguarding concerns where appropriate.

References should be reviewed before employment commences whenever possible.

10. Pre-appointment Checks

The following checks will be completed where appropriate:

- Identity verification.
- Right to Work in the UK.
- Qualifications.
- Employment history.
- References.
- Enhanced DBS check.
- Children's Barred List check where legally required.

No employee should undertake unsupervised regulated activity until all required safeguarding checks have been completed.

Where exceptional circumstances require an individual to begin before DBS clearance, a documented risk assessment and appropriate supervision must be implemented.

11. Disclosure and Barring Service (DBS)

The organisation will comply with DBS legislation and guidance.

Enhanced DBS checks will be obtained where the role meets the legal requirements.

Positive disclosures will be considered individually, taking into account:

- Nature of the offence.
- Relevance to the role.
- Time elapsed.
- Pattern of behaviour.
- Rehabilitation.
- Safeguarding risk.

Having a criminal record will not automatically prevent appointment.

12. Induction

All new staff will receive safeguarding induction before working independently.

Induction will include:

- Safeguarding Policy.
- Child Protection Procedures.
- Code of Conduct.
- Reporting concerns.
- Whistleblowing procedures.
- Health and Safety.
- Emergency procedures.

Mandatory safeguarding training provided by the STA or Swim England should be completed within the first month of appointment.

13. Ongoing Monitoring

Safeguarding is an ongoing responsibility.

The organisation will:

- Encourage renewal of the Safeguarding Course provided by Swim England and the STA.
- Supervise staff appropriately.
- Investigate safeguarding concerns.
- Take appropriate disciplinary action where necessary.
- Review recruitment practices periodically.

14. Equality and Diversity

Recruitment decisions will be made fairly and without unlawful discrimination.

The organisation is committed to equality of opportunity in accordance with the Equality Act 2010.

15. Data Protection

Recruitment information will be handled in accordance with the UK GDPR and Data Protection Act 2018.

Personal information will be:

- Stored securely.
- Accessed only by authorised personnel.
- Retained only for as long as necessary.
- Disposed of securely upon request.

16. Responsibilities

The CEO/Director is responsible for:

- Ensuring this policy is implemented.
- Providing sufficient resources.
- Monitoring compliance.

Managers/Admin team members are responsible for:

- Following recruitment procedures.
- Completing recruitment checks.
- Maintaining recruitment records.
- Escalating safeguarding concerns.

All those who work for the organisation are responsible for:

- Upholding safeguarding standards.
- Reporting concerns immediately.
- Maintaining professional conduct.

17. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Safeguarding guidance changes.

- Serious incidents occur.
- Operational changes require amendment.

Policy Information

Policy Owner: Director, EMMA GOUDGE

Organisation:

CRAZY CRABS SWIM SCHOOL LTD

Signed:

A handwritten signature in black ink, appearing to read 'Emma Goudge', written in a cursive style.

Effective Date: 31st July 2026

Review Date: 1st August 2027