

# Uttoxeter Gymnastics Club

---

## Safe Recruitment Policy

### POLICY STATEMENT

Uttoxeter Gymnastics Club (UGC) subscribes to the principles of Safe recruitment and requires safeguarding issues to be considered at every stage of the recruitment process when appointing to a position working or volunteering with children. Although the vast majority of coaches and officials/helpers are committed, dedicated people who are motivated to work within the sport for commendable reasons, it is vital that all reasonable steps are taken to ensure that any unsuitable people or people who may abuse children are prevented from working with young people.

The following procedures are adopted and applied consistently, and help to ensure that UGC recruit individuals who share the organisation's values and approach to safeguarding as well as providing an effective deterrent to anyone who wants to abuse children within the sport.

As people who want to abuse children may seek out various avenues to gain access to children, it is equally important that robust recruitment procedures are in place for both paid and voluntary positions. These practices are followed at all times, even where there is only one applicant for a position that requires safeguarding and protecting children and vulnerable adults. We aim to ensure that anyone participating at our gymnastics club can do so in a safe and child-friendly environment.

UGC is registered with British Gymnastics, the national governing body for gymnastics. As such the club recognises its legal obligations under, and abides by, the requirements of the British Gymnastics Safe Recruitment Policy. The British Gymnastics policies can be found at:

[Safeguarding \(british-gymnastics.org\)](https://www.british-gymnastics.org)

### UGC OVERALL RESPONSIBILITIES

When recruiting, the organisation will:

- Prepare Candidate Information including:
  - a job description that makes reference to the responsibility for safeguarding and promoting the welfare of children;
  - a person specification ensuring specific reference is made to suitability to work with children;

- an application form, which contains appropriate safeguarding section.
- Scrutinise Applications – including the process of analysing application forms with a view of selecting a shortlist and picking up on any discrepancies or anomalies in their paperwork, which may be addressed with the candidate at interview.
- Obtain References that specifically address the applicant’s suitability to work with children.
- Verify the individual, including:
  - Applicant’s identity;
  - Right to work in UK;
  - Qualifications;
  - Criminal Record Check.

### **CRIMINAL RECORD CHECKS:**

An enhanced DBS or home country equivalent in line with the requirements set out in BG Criminal Record Checks Policy and Guidelines will be completed for anyone over the age of sixteen who has not completed a check through BG within the last three years or registered with the DBS Update Service.

### **OVERSEAS CANDIDATES**

A DBS/Access NI/Disclosure Scotland Criminal Record Check will not provide a full picture of a criminal record for any candidate who has been resident in a foreign country. Different countries operate varying methods for providing background checks and not all countries are able to provide this service. UGC will follow the DBS website current advice on which countries are able to provide a check and the applicable procedure. Non-UK vetting will also be undertaken on British passport holders who have lived abroad in the past five years.

### **GENERAL POLICY INFORMATION**

This policy will be regularly reviewed and updated by the UGC club management team and the UGC Welfare Officer(s), in conjunction with any changes made to the British Gymnastics Safeguarding and Protecting Children policies and any legislative changes.

Last Review Date: September 2023