

SAFER RECRUITMENT POLICY – Appendix 4

This policy applies to anyone responsible for recruiting and inducting staff and volunteers in Munchkin Sports and all who participate in shortlisting and interview panels.

Munchkin Sports is committed to promoting the welfare of children and young people and keeping them safe.

We are also committed to equality, valuing diversity and working inclusively across all of our activities.

We aim to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation.

The purpose of the policy:

- To recruit the best people available to join our workforce.
- To take all reasonable steps to prevent unsuitable people from joining our organisation.
- To recruit and manage our staff in a way that complies with legislation designed to combat inequality and discrimination.
- To do all we can to achieve and maintain a diverse workforce.
- To ensure that our recruitment and selection processes are consistent and transparent.
- To ensure candidates are judged to be competent before we make them an offer of a job.
- To ensure that new members of staff are given a proper induction.

We recognise that:

- Our workforce is our most important resource.
- Unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them.
- Some groups face unfair discrimination in the workplace.
- Children, young people and families benefit from our efforts to recruit a skilled and committed workforce from a diverse range of backgrounds.
- New staff and volunteers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.

We recruit and induct our workforce by:

- Advertising all posts through appropriate media and in a way that ensures that we attract high-quality applicants from diverse backgrounds.
- Involving more than one person to shortlist applicants for interview.
- Having at least two people conducting a face-to-face interview with anyone we may want to appoint.



- Incorporating the views and perspectives of children, young people, and families into the recruitment and selection process whenever appropriate.
- Obtaining two references, three ID documents and original copies of any necessary qualifications from candidates.
- Carrying out enhanced DBS checks and any other necessary vetting procedures for each member of staff or volunteer working with children or young people, in line with DBS and other official guidelines.
- Providing a three-month induction for all new staff and volunteers.
- Ensuring that all staff are made aware, during their induction period, of how to keep children and young people safe in our organisation.
- Appointing all staff and volunteers on a trial period initially, with a review before they are confirmed in post.
- Using the list of processes below to follow a consistent procedure for recruitment and induction.

Recruitment and induction process:

1. Plan recruitment process.
2. Advertise the vacancy.
3. Review all applications for the role.
4. Create a shortlist of suitable applicants.
5. Invite chosen candidates to be interviewed.
6. Conduct interviews and verify every candidate's identity, qualifications and right to work.
7. Confirm that, in line with the **Childcare Act 2006** and the **Childcare (Disqualification) Regulations 2018**, neither the candidate or anyone who lives in the same household is disqualified from working with children under the regulations. All candidates will complete a Safeguarding and Childcare Disqualification Declaration form.
8. Make a provisional offer of a job, depending on references and vetting processes being completed satisfactorily.
9. Consider any confidential information that the candidate has submitted along with his/her application and discuss this with the candidate.
10. Obtain references and complete all checks.
11. Are all issues arising from the references, checks and self-disclosed information resolved? Yes – confirm the offer in a trial period of three months. No – withdraw the job offer.
12. Agree a start date.
13. Plan the induction.
14. New staff member starts. Follow through the induction programme.
15. Review the progress of the trial period after a maximum of three months.
16. After three months, are you satisfied with their progress? Yes – confirm new staff member in post. Not completely – extend the trial period for a maximum of three further months and agree a further support plan. No, progress has been highly unsatisfactory – end the contract at this point.
17. After extended six-month trial period, are you still unsatisfied with the new recruit's progress? Yes – end contract at this point. No – confirm new staff member in post.



Munchkin Sports will support all Lead Coaches in meeting the minimum standards as recognised by UK Coaching (formerly Sports Coach UK):

- The advised minimum age for a lead coach is 18 years old. Assistant coaches should be 16 years as a minimum.
- Lead coaches will be qualified coaches.
- An enhanced DBS check is required if coaching children or are unsupervised with children and young people.
- Policies – coaches are familiar with policies and procedures around code of practice, child safeguarding and protection, health and safety and equality.
- Lead coaches will be paediatric first aid trained.
- CPD, child protection and safeguarding training, including FGM and Prevent Awareness training, and this will happen regularly. All lead coaches will be Level 2 Safeguarding Children trained and all assistant coaches will be at least Level 1 Safeguarding Children trained and kept informed of any changes to the KCSIE requirements.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 05 January 2026

Signed:

Name: Mrs Alexandra Ellis

Position: Administration, Operations and Compliance Officer and DSL