

WGTC Safer Recruitment Policy – November 2019

WGTC seeks to ensure that anyone undertaking a role at the club, that involves contact with or responsibility for children (or other vulnerable groups), is taken through a safer recruitment process.

Whether the role is paid or not, it is important that the individual has the right skills, knowledge and attitude for the position.

The coaching provider is required to undertake a safe-recruitment procedure, in partnership with the club, which includes:

- A clear job/ role description.
- A person specification, listing the experience and attributes needed for the role.
- An advertisement for the post.
- An application form/CV and covering letter, for each applicant.
- Two written references, including one from most recent employer, obtained by the provider and shared with the interview panel and the chair.
- A shortlist and interview schedule of candidates; a committee member will serve as the 2nd interview panel member.
- For eligible posts, the undertaking of a criminal records check:
 - Disclosure and Barring Service (DBS).
- A risk assessment of any concerning information.
- An identity check, confirming the candidate's identity, via photographic identification, and their right to work in the UK. Clarification of any apparent gap in employment.
- Verification of qualifications and experience, including LTA accreditation.
- Recording of recruitment decision and ensuring safe storage of all relevant documents.
- An induction to the role (including all WGTC'S policies and procedures, such as Safeguarding policy and procedures, Diversity and Inclusion policy and procedures, Codes of Conduct, Club Rules etc.)
- Probationary period.
- A requirement for all recruits to register as a club member, if not already a member.

Club Committee Chair: Date:

Club Welfare Officer: Date:

