



# LEICESTER TIGERS Foundation

## Leicester Tigers Foundation Safer Recruitment Policy

### 1. Introduction

The Leicester Tigers Foundation is committed to safeguarding and promoting the welfare of children and young people. We recognize that safer recruitment is essential in achieving this goal. This policy outlines our procedures for ensuring that all staff, volunteers, and trustees who work with children are suitable for their roles and comply with safeguarding standards.

### 2. Purpose

The purpose of this policy is to:

- Ensure that all appointments to roles within The Leicester Tigers Foundation are made with due regard to safeguarding.
- Protect children and young people by implementing thorough recruitment practices.
- Comply with legal requirements and best practices as set out by local authorities and relevant legislation.

### 3. Recruitment Process

#### 3.1 Job Descriptions and Person Specifications

- All roles within The Leicester Tigers Foundation will have a clear job description and person specification outlining key responsibilities, required qualifications, and experience.
- Job descriptions will include a commitment to safeguarding and promoting the welfare of children.

#### 3.2 Advertisement and Application

- Job vacancies will be advertised widely to reach a diverse pool of candidates. Advertisements will include a statement of commitment to safeguarding.
- All job advertisements will make clear that an enhanced DBS (Disclosure and Barring Service) check and satisfactory references are required.

#### 3.3 Application Form

- All candidates will be required to complete an application form that includes a section on their suitability to work with children and young people.
- The application form will request information about previous employment, qualifications, and any gaps in employment history.



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### 3.4 Shortlisting

- Shortlisting will be carried out by a panel that includes at least one member with experience of safer recruitment.
- The panel will review applications to ensure candidates meet the essential criteria and have no unexplained gaps in their employment history.

### 3.5 Interview

- Interviews will be conducted by a panel of at least two people, including one with experience of safer recruitment.
- Candidates will be asked questions about their understanding of safeguarding, their experience with children, and their approach to creating a safe environment.
- Any discrepancies or gaps in employment history will be explored during the interview.

### 3.6 References

- References will be sought from at least two previous employers or relevant referees who can comment on the candidate's suitability to work with children.
- References will be requested in writing and will address the candidate's suitability, work history, and any concerns.

### 3.7 DBS Checks

- All staff, volunteers, and trustees who have regular contact with children will be required to undergo an enhanced DBS check.
- The Foundation will also check the DBS update service to ensure ongoing suitability.
- All DBS checks will be reviewed by the Designated Safeguarding Lead (DSL) or another designated individual.

### 3.8 Verification of Qualifications and Professional Registrations

- The Foundation will verify that all qualifications and professional registrations are valid and meet the role's requirements.

## 4. Induction and Training

### 4.1 Induction

- All new staff, volunteers, and trustees will undergo a comprehensive induction program that includes safeguarding training, familiarization with The Leicester Tigers Foundation's policies and procedures, and an introduction to their role and responsibilities.
- The induction will cover the importance of safeguarding, reporting procedures, and the expectations of the Code of Conduct.

### 4.2 Ongoing Training



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- All staff, volunteers, and trustees will receive regular safeguarding training and updates to ensure they remain aware of current policies and best practices.
- Training will include updates on changes in legislation, safeguarding practices, and emerging risks.

## 5. Monitoring and Review

### 5.1 Ongoing Supervision

- All staff, volunteers, and trustees will receive regular supervision to ensure their performance meets the standards expected and to address any issues that arise.
- Regular performance reviews will include discussions on safeguarding and any concerns or incidents.

### 5.2 Policy Review

- This Safer Recruitment Policy will be reviewed annually or sooner if necessary to ensure it remains up-to-date and in line with changes in legislation and best practices.
- Feedback from staff, volunteers, and trustees will be sought as part of the review process to ensure the policy's effectiveness.

## 6. Confidentiality

- All recruitment processes and records will be handled confidentially, with information shared only with those involved in the recruitment and safeguarding processes.
- Personal data will be managed in accordance with data protection laws and the Foundation's Data Protection Policy.

## 7. Conclusion

The Leicester Tigers Foundation is committed to ensuring that all staff, volunteers, and trustees are recruited safely and that the welfare of children and young people is always the top priority. By adhering to this Safer Recruitment Policy, we aim to create a safe and secure environment for all.

**Policy created in September 24. Next review will take place in September 25**