

ENCOURAGING
EXCELLENCE,
NURTURING
TALENT!



**SPORTING
CHANCES
GROUP**

SAFER RECRUITMENT POLICY

Lead	David Johnson
Last Reviewed	April-2026
Next Review Date	April-2027

To be reviewed **annually**.

This policy is enforced across **all** Sporting Chances Group provisions. It aligns with current expectations from the Department of Education and safeguarding guidance such as Keeping Children Safe in Education.





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1. PURPOSE

Sporting Chances Group (SCG) is committed to safeguarding and promoting the welfare of children and young people who may access our services. This policy ensures all recruitment practices follow Department for Education (DfE) guidance, including *Keeping Children Safe in Education* (KCSIE), to deter, identify, and reject unsuitable candidates.

2. SCOPE

This policy applies to all staff, whether full-time, part-time, temporary, or self-employed, who may come into contact with children or vulnerable individuals within the SCG.

3. PRINCIPLES

We will:

- Prioritise safeguarding at every stage of recruitment.
- Ensure a consistent and fair recruitment process.
- Maintain professional curiosity about candidate suitability.
- Comply with all relevant safeguarding and employment legislation.



4. RECRUITMENT PROCESS

4.1 JOB ADVERTISEMENTS

All job advertisements will:

- Include a safeguarding commitment statement.
- State that enhanced DBS checks and references are required.
- Clearly indicate that online searches may be carried out.

Example Statement:

“Sporting Chances Group is committed to safeguarding and promoting the welfare of children and vulnerable individuals. All roles are subject to satisfactory references, enhanced DBS checks, and online searches in line with safer recruitment guidance.”

4.2 APPLICATION PROCESS

- All candidates must complete an application form (CVs may supplement but not replace this).
- Full employment history must be provided with explanations for any gaps.
- Candidates must declare any criminal convictions or relevant concerns. This declaration is a mandatory requirement on the SCG application form.

4.3 SHORTLISTING

- Applications will be checked for inconsistencies, discrepancies, or unexplained gaps.
- Concerns will be noted and followed up at interview.
- Shortlisting decisions will be carried out objectively with more than one senior member of staff through a set criteria commensurate with the role and a scoring system.

4.4 ONLINE SEARCHES

In line with DfE safer recruitment guidance:

- Online searches will be conducted for shortlisted candidates.
- Only publicly available information will be reviewed (e.g. search engines, public social media profiles).



- The purpose is to identify any issues relevant to safeguarding or professional conduct.
- Any concerns arising will be recorded and discussed with the candidate at interview.
- Searches will be conducted consistently for all shortlisted candidates.

4.5 INTERVIEWS

- Interviews will include questions to assess safeguarding awareness.
- Candidates will be asked about professional boundaries and appropriate conduct.
- Any anomalies from the application or online search will be explored.
- Notes will be taken and retained securely.

4.6 REFERENCES

- A minimum of two references will be obtained before appointment.
- One reference must be from the most recent employer.
- References will be verified directly with the referee by phone and email.
- Questions will include suitability to work with children and any safeguarding concerns.

4.7 PRE-EMPLOYMENT CHECKS

The following checks will be completed:

- Enhanced Disclosure and Barring Service (DBS) check (where role requires it).
- Identity verification (e.g. passport, driving licence).
- Right to work in the UK.
- Verification of relevant qualifications.
- Employment history verification.
- Satisfactory references.

No individual will begin work until all required checks are completed.



5. SPECIFIC SAFEGUARDING CONSIDERATIONS

Although SCG does not employ apprentices, children and young people visit provisions and in the case of CHL, they may be a client at the Salon. **Therefore:**

- Staff must maintain professional boundaries at all times.
- Interaction involving under-18s **must** be conducted in an open, visible environment.
- No staff member should be alone with a child in a closed or private space.
- Any safeguarding concerns arising during a visit must be reported to the DSL or DDSL immediately.

6. RECORD KEEPING

- Recruitment records will be stored securely and confidentially.
- A record of all checks carried out will be maintained.
- Information will be handled in accordance with UK data protection laws.
- Key information including information about the vetting of staff, will be kept on the SCG Single Central Record (SCR) on CPOMs. Permissions to this information will only be given to the DSL and HR.

7. ROLES & RESPONSIBILITIES

DSL, Emma Marshall and **Director, David Johnson** will:

- Oversee safer recruitment practices.
- Ensure this policy is implemented effectively.
- Manage safeguarding concerns arising during recruitment.



All staff involved in recruitment must:

- Follow this policy at all times.
- Undertake safer recruitment and safeguarding training where appropriate.

8. ONGOING VIGILANCE

Safeguarding is an ongoing responsibility. **SCG will:**

- Promote a culture of vigilance and professional curiosity.
- Provide safeguarding awareness to all staff at least annually.
- Address concerns promptly and appropriately.

9. REVIEW

This policy will be reviewed annually or in response to updates in legislation or DfE guidance.

10. LINKED POLICIES

This policy should be read alongside:

- Safer Recruitment Guidelines
- Child Protection & Safeguarding Policy
- Data Protection Policy

Approved by	David Johnson (Managing Director), Emma Marshal (DSL)
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