**SAFER RECRUITMENT POLICY**

**OBJECTIVES OF THIS POLICY**

Safer recruitment is an important part of safeguarding children, young people and vulnerable adults. CrossFit Shropshire is committed to safeguarding and promoting the welfare of all children and young people in their care. This policy outlines the procedures and commitments in place to ensure that those that we employ are safe to work with children, young people and vulnerable adults.

**ROLES AND RESPONSIBILITIES**

It is the responsibility of the Graham Carless and the management committee to monitor the effectiveness of this policy.

CrossFit Shropshire is committed to ensuring we will always have a current member of staff who is trained in Safer Recruitment.

**EQUALITIES LEGISTALTION**

CrossFit Shropshire will comply with relevant equalities legislation including:

 Equalities Act 2010

 Employment Relations Act 1999

 Employment Rights Act 1996

 The Part-time workers’ Regulations 2000

**JOB DESCRIPTIONS AND PERSON SPECIFICATION**

A job description and Person Specification will be produced for each vacancy within CrossFit Shropshire. The Person Specification will list the qualifications, experience, skill and attributes needed to undertake the duties listed in the Job Description. It will be a clear and accurate representation of the post and will also confirm if the post is suitable for any flexible working arrangements.

**PRE-EMPLOYMENT CHECKS AND REFERENCES**

Upon successful offer of a position, pre-employment checks will be undertaken including the

checking of at least two references. Previous employers not named directly as referees may be contacted to clarify any anomalies, reasons for leaving, or discrepancies/gaps in employment history of the person. This will only be in relation to administrative details e.g. checking and gaps in employment and the reasons for leaving, and is not a means of canvassing views as to the candidate’s potential suitability for the post being applied for. On any such occasion, the candidate will be notified.

**PROOF OF IDENTITY AND RIGHT TO WORK IN THE UK**

All applicants will be required to provide evidence of identity in line with the Asylum and

Immigration Act 1996. CrossFit Shropshire are required to check that employees are legally able to reside and work in the UK. To adhere to this requirement, upon successful of employment subject to satisfactory pre-employment checks, the person will be required to supply appropriate evidence of identity (i.e passport).

**DISCLOSURE AND BARRING SERVICE**

All posts working in a supervisory role directly with children, young people or vulnerable adults will be subject to DBS checks. This usually means an enhanced DBS check. The successful employee will be required to provide the DBS certificate to the FCLI Manager as soon as possible after receiving it.

A criminal background, will not necessarily debar an applicant from employment but if information not previously disclosed by the applicant at application and interview stage becomes apparent/available, a final decision will be made by the Education Manager as to whether employment will be confirmed/continued.

Any information given by candidates will be treated in the strictest of confidence and will be

restricted to those with a legitimate reason to see it.

Approved: May 2024

Review Date: May 2026