Safe Recruitment Policy

It is recognised that the majority of people who work and volunteer with children and vulnerable adults within fencing are well motivated, and the sport cannot operate without them.

Unfortunately, a very small number of people will try to use sports organisations and events to gain access to children for inappropriate motives. We have put in place safe recruitment and selection procedures to help to deter and screen out unsuitable individuals from our club.

We believe that effective recruitment and selection procedures benefit everyone. They ensure that staff and volunteers will have clearly defined roles and responsibilities, which will have a positive impact on everyone.

Parents and carers will be assured that all possible measures are being taken to ensure only suitable people will be recruited to work with children and vulnerable adults. We believe that it sends out positive messages about the way we operate.

We make no distinction between staff whether they are paid or volunteer their time. We have put in place the following procedures that mean that we will:

1. Provide a clear job/role description for each post that describes the full range of duties the role will involve, and a person specification that describes the type of skills and attributes we require the post-holder to have (e.g. their experience, qualifications and other requirements, such as an ability to communicate effectively with children). This helps all staff, volunteers and others in the club/organisation or at the event to understand the extent and nature of their role
2. Advertise paid jobs/volunteer roles through the club or sport's newsletters or notice boards (including online), and in a variety of suitable locations. We will include an indication that the post involves working with children and/or vulnerable adults, and (if appropriate) that a criminal records check will be undertaken.
3. Ensure that any person applying for a post within the club, or for an event, completes an application form which will include a section allowing the individual to self-declare any convictions or relevant information and their consent for a criminal record check to be undertaken (if needed). This application form should be stored and retained in a consistent and confidential way.
4. Obtain two written references. These should preferably include their last employer or deployer, and someone who can comment on their previous work with children and/or vulnerable adults.
5. Ensure staff or volunteers are interviewed or have a meeting with at least two representatives of our club. We will:
    - check out any gaps in the application form and ensure the applicant has the ability and commitment to meet the standards required to put the child and vulnerable adult protection policy into practice
    - verify qualifications, experience and clarify any apparent gaps in employment
    - set a probationary/trial period (usually 6 months)
    - all appointments will be approved by the Club's committee
6. Once this process is completed, we will undertake an induction programme for all new recruits as soon as possible.