



Safer Recruitment of Staff and Volunteers

This Safer Recruitment section should be read in conjunction with Lions Sports Academy's **Safeguarding & Child Protection Policy**. It is informed by *Keeping Children Safe in Education (KCSIE)* and *Working Together to Safeguard Children*.

Lions Sports Academy is committed to safeguarding and promoting the welfare of children and young people. We recognise that safer recruitment is a critical part of creating and maintaining a safe environment for all children who attend our camps, residentials and activities.

We aim to deter, identify and reject individuals who may pose a risk to children and ensure that all adults working with or around children are suitable, supported and appropriately trained.

Roles and Responsibilities

- **Safeguarding Lead:** Andy Jones (Founder)
- **Deputy Safeguarding Lead:** Stuart Divers (Operations Director)

Overall responsibility for safer recruitment sits with the Safeguarding Lead. Operational oversight, implementation and quality assurance are led by the Deputy Safeguarding Lead.

At least one person involved in every recruitment process will have completed accredited **Safer Recruitment Training**.

Principles of Safer Recruitment

Lions Sports Academy will:

- Treat safeguarding as a core part of every recruitment decision
- Use robust procedures to identify unsuitable candidates
- Ensure that attitudes towards safeguarding and children's welfare are explored at interview
- Follow up gaps in employment and any anomalies in applications
- Only appoint individuals once all appropriate checks are complete, or where necessary, under strict supervised conditions
- Maintain a clear and auditable record of all checks

Recruitment Process

All employees, contractors and volunteers who may work with children will follow this process:

1. A clear role description and person specification is agreed by the CEO and Directors.
2. All adverts state Lions Sports Academy's commitment to safeguarding and safer recruitment.
3. Applicants complete an application form (CVs may support but not replace this).
4. Shortlisting considers suitability to work with children.
5. A structured interview is held, including questions that explore:
 - Motivation for working with children
 - Understanding of safeguarding responsibilities
 - Appropriate professional boundaries
6. Gaps in employment and inconsistencies are explored.
7. A minimum of **two references** are obtained, one of which must be from the most recent employer or organisation working with children.
8. Identity and right-to-work checks are completed.
9. Qualifications and coaching awards are verified with the relevant awarding bodies.
10. An appropriate **Enhanced DBS check** (with barred list where required) is completed.
11. A conditional offer is made subject to satisfactory checks.
12. Induction, safeguarding training, supervision and probation are completed.

DBS and Pre-Appointment Safeguards

All staff and volunteers working with children must hold an appropriate DBS check.

In exceptional circumstances, a person may begin work **before** DBS clearance only where:

- A written risk assessment is completed and approved by the Safeguarding Lead or Deputy
- The individual is **never left unsupervised** with children
- Supervision is continuous, named, and recorded
- DBS clearance is actively tracked and prioritised

Positive disclosures are assessed through a formal risk assessment process by the Safeguarding Lead and Deputy Safeguarding Lead. Decisions are recorded, justified, and retained securely.

DBS checks are renewed every three years, or sooner if required by partner schools or regulators.

Induction, Training and Ongoing Suitability

All staff and volunteers:

- Receive safeguarding induction before working with children
- Read and confirm understanding of safeguarding policies
- Complete safeguarding training at least every three years
- Are subject to ongoing supervision and performance review

- Are reminded of professional boundaries and reporting duties

Concerns about conduct, suitability or behaviour are acted upon immediately in line with the Safeguarding & Child Protection Policy.

Central Record of Checks

Lions Sports Academy maintains a **Central Record of Checks (SCR-equivalent)** held within a secure business database.

This record includes:

- Identity checks
- Right to work in the UK
- DBS type, number and date
- Barred list status (where applicable)
- References
- Qualification verification
- Risk assessments (where relevant)

The record is:

- Maintained by the Operations team
- Audited regularly by the Deputy Safeguarding Lead
- Available for inspection by schools, local authorities and regulators

Monitoring and Review

This Safer Recruitment section is reviewed annually or in response to:

- Changes in statutory guidance
- Serious incidents or learning reviews
- Feedback from schools or regulators

Lions Sports Academy recognises that safer recruitment is not a one-off process but part of a wider safeguarding culture in which children's welfare is paramount.