



## **SAFE RECRUITMENT POLICY**

This policy is part of the suite of safeguarding policies aimed at ensuring Langside Sports Club fulfils its responsibility to safeguard children and adults at risk of harm and abuse.

Langside Sports Club is committed to safeguarding children (anyone under 18) and adults at risk. The Club complies with National Safe Recruitment Procedures and relevant legislation to ensure a consistent and thorough recruitment process. The Club conducts PVG checks on applicable positions as part of this process.

The aim of the Safe Recruitment Policy is to help deter people who might abuse children or adults at risk from applying for roles where they will have access to those vulnerable groups.

Individuals involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

This Policy shall be applied consistently in relation to all staff regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

### **Recruitment Process**

If a role involves working with children (anyone under 18) or adults at risk, the role requirements will be carefully reviewed to determine if a PVG check is required.

We will advertise for any vacant positions and any adverts and/or job descriptions will refer to any requirements to complete the appropriate PVG check.

All applicants are required to complete a standard application process to ensure they have all the information they need about our organisation, including the advertised role



and to ensure we can assess their suitability for the role. This process will provide us with essential information such as employment history (either paid or voluntary), further education background, academic or vocational qualifications.

During the application process applicants are asked to confidentially self-disclose any unspent criminal offences or child protection investigations. If the role requires an enhanced check, we will also ask applicants to disclose any unprotected spent offences. Where the information raises a safeguarding concern, details will be shared with the relevant sporting governing body Safeguarding Team at Bowls Scotland, Cricket Scotland and Tennis Scotland or with Disclosure Scotland/Volunteer Scotland.

We will take reasonable steps to confirm the applicants' suitability for the role, including; verifying qualifications and professional memberships, assessing skills and relevant experience. All applicants will be asked to provide an explanation for any significant gaps or repeated changes in employment history where no reasons have been provided on their application. We may also ask interview questions which are designed to allow candidates to demonstrate the attitudes and values that people working with children need to have.

Applicants will be asked to provide contact details of people willing to act as a referee during the application process. References are normally sought after a conditional offer of employment or engagement has been made, however there may be occasions when we ask applicants for their consent to contact a referee before an offer of employment or engagement has been made. All conditional offers of employment or engagement are subject to satisfactory completion of all vetting processes including references.

The Club provides an induction programme for all new staff which includes our safeguarding policies and procedures. As part of the induction process all new staff are required to complete an initial probationary period to ensure that their conduct, performance, behaviours and attendance meet the required standards.



## **PVG Checks**

Any individual intending to work in Regulated Activity with children, young people or adults are required to complete a PVG check before commencement of employment or engagement and at least every 3 years during their employment or engagement.

Regulated activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA) which has been amended by the Protection of Freedoms Act 2012 (PoFA).

The club will regularly monitor the specific nature of roles and whether they are defined as Regulated Activity.

All conditional offers of employment or engagement are subject to receipt of a satisfactory PVG check completed through the relevant sporting governing body at Bowls Scotland, Cricket Scotland and Tennis Scotland or Disclosure Scotland/Volunteer Scotland, and an Overseas Criminal Record check if appropriate.

In order to minimise risk, if a role is not defined as Regulated Activity but requires a PVG check and this check takes much longer than anticipated, in exceptional circumstances where a delay in employment or engagement may cause significant operational difficulties LSC Board of Trustees may authorise an individual to commence their work in a supervised capacity. However this does not apply to roles considered as working in Regulated activity.

If we are not satisfied with the outcome of any of the above checks (PVG check or Overseas Criminal Record check) we may decide to withdraw a conditional offer of employment or engagement. We may also withdraw a conditional offer of employment or engagement if an applicant has failed to co-operate with this process or if the process has not been completed within reasonable timescales.

Staff who begin performing additional duties or a different role that moves them into



Regulated Activity will be asked to complete a new PVG check.

### **PVG Checks Revealing Content**

A PVG check will disclose any spent convictions, cautions or reprimands that are not protected and have been subject to filtering by the PVG. PVG checks may also disclose other relevant information based on the position applied for. This information will be used to determine the suitability of the individual intending to work in Regulated Activity with children, young people or adults.

### **Coaching/Sports Volunteer**

From a sporting capacity, the relevant sporting governing body at Bowls Scotland, Cricket Scotland and Tennis Scotland will receive a notification when a PVG check has revealed content (i.e. an offence); however, they will not know the details of the content.

When the relevant sporting governing body at Bowls Scotland, Cricket Scotland and Tennis Scotland receives a notification that a PVG check has revealed content, the applicant will be asked to provide the original PVG check for review. The sporting governing body will then review the information to decide if any further information or action is required.

If the PVG is not provided to the sporting governing body for review, the club may withdraw any conditional offer of employment or engagement and take appropriate steps to prevent the individual from working with children and adults at risk.



## **Approval**

This Safe Recruitment Policy has been approved by:

Board of Trustees Date: 29.05.24

Welfare Officer: Anne Greer Date: 29.05.24

## **Review**

This policy will be reviewed every three years, or earlier if there is a change in national legislation and/or guidance.