



# Safer Recruitment Policy

|                            |                                       |
|----------------------------|---------------------------------------|
| <b>Date policy agreed</b>  | August 2025                           |
| <b>Date due for review</b> | August 2027                           |
| <b>Produced by</b>         | Sam Barlow – Chief Officer            |
| <b>Reviewed by</b>         | Vickie Hillier – Deputy Chief Officer |

## **Policy Statement**

Fitmums and Friends is committed to safeguarding and promoting the welfare of all individuals with whom we work, including children, young people, and vulnerable adults. We aim to recruit staff and volunteers who share this commitment and who understand and uphold our values.

We recognise that safer recruitment is essential to protect beneficiaries, staff, volunteers, and the reputation of the charity. This policy outlines how we ensure safer recruitment practices for all roles, including those governed by England Athletics and those which fall outside its remit.

This policy closely links to the Fitmums and Friends Volunteer Policy.

## **1. Scope of Policy**

This policy applies to:

- All paid staff, whether full-time, part-time, temporary, or fixed term.
- All volunteers, including one-off or regular volunteers, and trustees.

## **2. Legal and Regulatory Framework**

This policy aligns with:

- **England Athletics Safer Recruitment Guidelines**
- **Charity Commission guidance**
- **The Children Act 1989 and 2004**
- **Safeguarding Vulnerable Groups Act 2006**
- **Rehabilitation of Offenders Act 1974**
- **Data Protection Act 2018 and UK GDPR**

## **3. Key Principles of Safer Recruitment**

We are committed to:

- Deterring unsuitable individuals from applying for roles.
- Identifying and rejecting applicants who are unsuitable to work with vulnerable groups.
- Ensuring consistent and thorough recruitment practices across the organisation.
- Providing a clear and fair process for all applicants.

## **4. Recruitment Process**

### **4.1. Role Definition**

All roles will have:

- A clear role description outlining duties and responsibilities.

- A person specification detailing essential and desirable skills, qualifications, and experience.
- An indication of whether the role requires a Disclosure and Barring Service (DBS) check.

#### 4.2. Advertising and Application

- All paid and volunteer roles will be publicly advertised where appropriate.
- Role adverts will include a statement on our commitment to safeguarding and safer recruitment.
- All applicants must complete an application form. CVs alone will not be accepted.

#### 4.3. Shortlisting

- Shortlisting will be conducted by at least two individuals.
- Selection will be based on evidence provided against the person and/or role specification.

#### 4.4. Interview and Selection

- All shortlisted candidates will be interviewed in person or via video call.
- Interviews will explore attitudes, motivations, and suitability to work with children/vulnerable adults (where applicable).
- Any gaps in employment or volunteering history will be explored.

### 5. Pre-Appointment Checks

Depending on the nature of the role, the following checks will be completed using this [form](#):

| Check                 | Required For                                                                            | Notes                                                                             |
|-----------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| References            | All staff and selected volunteers (role dependant)                                      | Minimum of two references, including most recent employer/volunteering supervisor |
| DBS Check             | Regulated activity and/or roles with access to children/vulnerable adults               | In line with England Athletics and legal requirements                             |
| ID Verification       | All staff and selected volunteers (role dependant)                                      | Proof of 3 identity documents including right to work in the UK                   |
| Qualification Checks  | Where applicable                                                                        | e.g. coaching certifications                                                      |
| Self-declaration Form | All non-licenced roles working with children/vulnerable adults and other selected roles | To declare any convictions or investigations                                      |

## 6. Additional Checks for England Athletics (EA) Roles

For roles under England Athletics:

We will follow the England Athletics Safer Recruitment Toolkit (England Athletics Club Guide [Safer Recruitment of Volunteers](#) April 2025 including:

- Verification of coaching or officiating licences.
- Registration with UK Athletics where required.

## 7. Induction and Training

All new staff and volunteers will:

- Complete an induction, including an overview of the charity's safeguarding policies.
- Receive a link to our Adults Safeguarding Policy and Children's Safeguarding Policy.
- All members and volunteers will be required to sign they have read the appropriate Code of Conduct upon taking a membership/renewal or an EA volunteer role.
- Be required to complete safeguarding training relevant to their role.

## 8. Recruitment of Ex-Offenders

We are committed to the fair treatment of applicants with a criminal record. A criminal record will not necessarily prevent employment or volunteering unless the role is regulated and the conviction is relevant. All disclosures will be considered individually.

## Appendices

- **Appendix 1:** Application Form
- **Appendix 2:** Self-Declaration Form

## Application Form



*Please complete all sections of this form*

|                                                 |  |
|-------------------------------------------------|--|
| <b>Full Name</b>                                |  |
| <b>Preferred Name (if different)</b>            |  |
| <b>Address inc postcode</b>                     |  |
| <b>Telephone number</b>                         |  |
| <b>Email Address</b>                            |  |
| <b>Do you have the right to work in the UK?</b> |  |
| <b>Position applied for</b>                     |  |
| <b>How did you hear about this opportunity?</b> |  |

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### Section 2: Relevant Qualifications/Training

| Qualification | Awarding Body | Date Achieved | Expiry (if applicable) |
|---------------|---------------|---------------|------------------------|
|               |               |               |                        |
|               |               |               |                        |
|               |               |               |                        |

### Section 3: Employment/Volunteering History

| Role and organisation | Dates<br>(from – to) | Main duties | Reason for leaving |
|-----------------------|----------------------|-------------|--------------------|
|                       |                      |             |                    |
|                       |                      |             |                    |
|                       |                      |             |                    |
|                       |                      |             |                    |

If there are any gaps please explain:

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### Section 4: Supporting Statement

Please explain why you are applying for this role and how your skills, experience and values make you a suitable candidate (continue on a separate sheet if necessary)

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### Section 5: References

Please supply two referees. One should be your most recent employer or volunteering supervisor. (We will not contact referees without your consent).

| Name | Role and organisation | Email address |
|------|-----------------------|---------------|
|      |                       |               |
|      |                       |               |

### Section 6: Declaration

I confirm that the information I have provided in this application is true and accurate to the best of my knowledge. I understand that providing false information may lead to dismissal if appointed. I consent to the charity using and storing my personal data for the purposes of recruitment and safeguarding. I note that my details will never be shared with third parties without my consent.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### For office use only

| Initials | Date | Action                 |                                                                              |
|----------|------|------------------------|------------------------------------------------------------------------------|
|          |      | DBS required?          | Yes <input type="checkbox"/> No <input type="checkbox"/>                     |
|          |      | Selected for interview | Yes <input type="checkbox"/> No <input type="checkbox"/>                     |
|          |      | Outcome                | Appointed <input type="checkbox"/><br>Not appointed <input type="checkbox"/> |

**Self-Declaration and Disclosure Form****Private and confidential**

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Free confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

[Nacro](#)  
[Unlock](#)

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**Volunteer information**

Name

Address

Contact no(s)  
(Parent or carer if U16)Email address  
(Parent or carer if U16)

Date of birth

Role(s) applying for  
(and club if relevant)

## Part 1 – Identification

For completion by an organisation representative. Proof of name, address and date of birth must be shown. Please tick the box(es) relating to the document seen. You do not need to record any of the information from the documents.

I confirm that I have seen at least three identification documents relating to this person, and I confirm to the best of my ability that these are accurate.

- |                                                                                                                                                                                          |                                            |                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> UK driving licence                                                                                                                                              | <input type="checkbox"/> UK passport       | <input type="checkbox"/> Biometric residence permit          |
| <input type="checkbox"/> Birth certificate                                                                                                                                               | <input type="checkbox"/> Benefit statement | <input type="checkbox"/> Financial statement                 |
| <input type="checkbox"/> EU National ID                                                                                                                                                  | <input type="checkbox"/> HM Forces ID      | <input type="checkbox"/> Council Tax statement               |
| <input type="checkbox"/> Utility bill                                                                                                                                                    | <input type="checkbox"/> P45/P60           | <input type="checkbox"/> Credit card statement               |
| <input type="checkbox"/> Firearms licence                                                                                                                                                | <input type="checkbox"/> Bank statement    | <input type="checkbox"/> Letter of sponsorship from employer |
| <input type="checkbox"/> Adoption certificate Marriage/Civil partnership certificate                                                                                                     |                                            |                                                              |
| <input type="checkbox"/> Letter from local or central government, government agency or local council dept giving entitlement e.g. Department for Work and Pensions, Work permit or visa. |                                            |                                                              |

Signature of organisation  
representative

Print name

Date

## Part 2. Declaration of individual

**To be completed by the volunteer.**

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

No ☐  
Yes ☐

Please provide further information:

2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

No ☐

Yes ☐

Please provide further information:

3. Have you been formally charged with any offence in any country which has not yet been disposed of?

No ☐

Yes ☐

Please provide further information:

4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?

No ☐

Yes ☐

Please provide further information:

5. Have you ever been known to any children's or adult's services departments or the police as being a risk or potential risk to children or vulnerable adults?

No ☐

Yes ☐

Please provide further information:

6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable adults?

No ☐

Yes ☐

Please provide further information:

7. Have you ever been dismissed for misconduct from any employment, volunteering or other position previously held by you, in circumstances which may have a bearing on your suitability for the position?

No ☐

Yes ☐

Please provide further information:

8. Are you currently subject to any fitness practise investigations or proceedings by a regulatory, governing, or licensing body in any country which may have a bearing on your suitability for this position?

No ☐

Yes ☐

Please provide further information:

### Part 3: Confirmation of the declaration

**To be completed by the individual volunteer. Please tick the boxes below and then sign this form.**

☐ I agree that the information provided here may be processed in connection with recruitment purposes and I understand that my volunteering position may be withdrawn if information is not disclosed by me and subsequently comes to the organisation's attention.

☐ By signing this form, I confirm that the information I have provided is complete and true and understand that knowingly making a false statement may be a criminal offence.

☐ I agree to inform Fitmums and Friends (and UK Athletics if relevant) within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or vulnerable adults.

Volunteer  
signature

Volunteer name

Date

Parent/Carer  
signature (if U18)

Parent/Carer  
name (if U18)

Date

