



BNSC Safe recruitment policy

Bristol North Swimming Club (BNSC) is committed to providing a nurturing, friendly and safe environment for all of our members, parents/carers, and volunteers who wish to participate in swimming.

To achieve this, we have established a set of policies and procedures which include this document. Our full set of policies and procedures with which all our members, parents/carers, and volunteers are expected to comply, are available on our website.

Our policies and procedures are founded on Swim England's Child Safeguarding Policies and Procedures, known as **Wavepower**. Links to Wavepower can be also be found on our website.

This policy applies to both voluntary and paid staff and is to ensure that all connected with BNSC go through an appropriate vetting process prior to their appointment to ensure their suitability to work with children.

In the recruitment of paid staff and volunteers the wellbeing of all children is paramount.

BNSC will ensure the following:

1. All roles will have a role profile or job description to make clear the main responsibilities of the job that is being recruited for. This will include a person specification with the skills and experience needed clearly identified.
2. A fair and consistent recruitment process will be followed using an application form (see appendix).
3. Verification of the applicant's identity will be checked in all cases.
4. Verification of the applicant's qualifications will be undertaken
5. All applicants will be interviewed including exploring the details on the application form and answering questions relating to child safeguarding.
6. At least two references (from non-family members) will be obtained. One of these references should be from the applicant's current employer and if possible one from a sports organisation or club they have been involved with. The reference should contain a statement to illustrate that the referee is aware of the post the applicant is applying for. Before an appointment is made all references will be followed up on.
7. All staff, both paid and volunteers will be subject to a DBS check and depending on the role, regular safeguarding training.
8. All new staff will receive written information about their role and responsibilities

9. All new staff will be made aware of Wavepower and given a copy of Section 3 of Wavepower (download from **swimming.org**)
10. All new staff will be supported to attend a Swim England approved child safeguarding course within three months of appointment.
11. If necessary training needs will be established and a plan made to meet those needs. Mentoring and supervision will be provided as needed.

Next Review: January 2024
Contacts: Welfare Officer

BNSC application form

1. Full name
2. Role applied for
3. Address
4. Email address
5. Telephone number
6. Date of birth
7. Passport number
8. Qualifications?
9. Qualifications/ Skills you have that make you suitable for the role?
10. Previous experience working/volunteering with children?
11. Previous experience working/volunteering in a sporting environment?
12. Previous safeguarding training if any?
13. Have you ever been refused working that involved having contact with children?
14. Is there anything else that BNSC should know that could affect your suitability to work with children?
15. Reference 1; (Ideally current/ most recent employer)
16. Reference 2: (Should know you personally but not be a family member)

FOR BNSC USE ONLY

Reference 1; Requested Received Followed up on

Reference 2: Requested: Received Followed up on

Interview:

Identity confirmed

Qualifications confirmed

DBS check: Requested: Cleared:

Roles/expectations sent to successful applicant?

Wavepower section 3 sent to successful applicant?

Safeguarding course needed/ booked?

Any extra training needs?

Any extra supervision/ mentoring needed?

BNSC Reference request

Thank you for providing a reference for who is applying for the role of at Bristol North Swimming Club (BNSC). BNSC is committed to providing a nurturing, friendly and safe environment for all of our members, parents/carers, and volunteers who wish to participate in swimming. As part of our safe recruitment policy we ask for two references for all applicants to roles within the club both paid and volunteer.

Your name

Address

Email

Telephone number

How long have you known the applicant?

What skills/ qualifications/ personal attributes do you believe the applicant has making them suitable for this position which includes being around young children?

Any other information we should be aware of?

Signature

Date

Please note we expect to follow up all references for successful applicants.