



# ClubsComplete

Opening a world of opportunities to  
children and young people

## Staff Recruitment Policy

### 1. Rationale

This policy is needed to ensure that ClubsComplete™ appoints the highest quality staff to represent the company and that safe recruitment practices are rigorously enforced.

### 2. Purposes

2.1. To ensure all those employed at ClubsComplete™ are suitable individuals to work with children and young people (have valid full enhanced DBS checks)

2.2. To ensure all those employed at ClubsComplete™ are the best qualified and experienced to work with children and young people to teach their specific subject areas e.g. football, dance, art etc.

2.3. To ensure all those employed at ClubsComplete™ share the company's ethos, values, ways of working and aspirations for the children and communities it serves.

2.4. To meet the requirements of the safeguarding policy and equal opportunities policy and protect both children and employees within the establishment.

2.5. To meet government recommendations for appropriate training especially for safe staff recruitment.

2.6. To ensure all employees understand the requirements within safeguarding and their role.

### 3. Guidelines for implementation

#### 3.1. Identification of the need for an appointment

The need for certain posts will be assessed as appropriate e.g. when a member of staff leaves or when ratios exceed those set by OFSTED

#### 3.2. Advertisements & post details

Once the need for an appointment has been identified ClubsComplete™ will proceed to advertise internally, locally and nationally as appropriate. Advertisements will carry information about the company and the post. Most advertisements are advertised online via Universal Job Match and Indeed.com (as recommended by the UK government). Potential candidates who request details will be sent an application form.

All job advertisements will contain this statement of commitment to safeguarding children and young people: *"ClubsComplete™ is committed to safeguarding and promoting the welfare of*

*children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS is required for this post prior to commencement.”*

### 3.3. Applications and short listing

All applicants must complete the application form and submit a video to verify their identity. If the criteria established in the job description is met, our consultants will proceed to a stage 1 interview (generally a telephone call outlining the role and finding out more about the candidate's skill set). If successful, our consultants then schedule a practical and/or formal interview role dependent. For all management positions, our Recruitment Manager, Deputy or Operations Manager will be part of the panel.

- First Interview

Candidates are asked to talk about particular events or developments in their career and explain to their interviewer how they are suitable for the post. This can be a useful way of analysing a candidate's motives and ways of working.

- Practical Interview (Coaching a session)

If candidates pass the first stage of the interview process, candidates will be given an appointment date for a practical and/or formal interview depending on the school's visitors policy, the level of the role and COVID-19 restrictions. Our practical interviews provide very important information especially about how well the candidates plan lessons, how they interact with children and how well they teach.

- Formal Interview

During the final interview, candidates are asked scenario-based first aid, safeguarding and customer service related questions. The final interview panel will receive feedback from each of the various selection activities that have taken place and then proceed to agree questions for the final interview. All candidates must be given the same questions and tasks to do although it is entirely appropriate to ask candidates about issues arising from their initial application and from other selection methods used on the day. The unsuccessful candidates are informed by email.

### 3.4 Appointments

All candidate information from application through to selection and onboarding is stored on our CRM system. Candidates are sent a job offer letter then a contract via our E-Sign system once terms are agreed.

### 3.5. References

References will be requested from both of the referees nominated by the candidate, one of which should be an up to date employer referee, i.e. current or most recent employer. ClubsComplete™ will request a written reference. ClubsComplete™ will request information about:

- The candidate's suitability for the post

- Attendance and punctuality
- Whether there are any outstanding disciplinary issues
- Whether there are any reasons why the candidate should not work with children and young people.
- Whether the referee recommends them for the post – without reservation, with reservation or not at all. References will be read before the interview so that any issues arising can be investigated during the interview.

### 3.6 Safeguarding procedures at all interviews:

- During the interview, the following checks will be made:
  - Proof of identity
  - Academic qualifications
  - A DBS check if on the update system will be checked or a new DBS will be initiated for the successful candidate -all candidates will be asked to bring appropriate documentation for this should they not possess a DBS check
- The candidate will also be asked in the interview to explain any gaps in time on the application form.

### 3.8. After the appointment

An induction programme is compiled by the relevant line manager which will include ensuring the appointee understands the company's safeguarding procedures, behaviour management policies and company values. All staff must take our company induction training, safeguarding and behaviour management training.

### 4. Monitoring, evaluation & review

ClubsComplete™ will evaluate its appointment procedures each year and make appropriate revisions. This will include asking people involved in selection procedures how they can be improved. ClubsComplete™ also carry out annual observations for staff which are planned visits to clubs/sessions by a member of Senior Management or the coaches' line manager. After each observation is carried out, employees receive feedback on the content of their club/session with advice on how to improve for the future. A copy of the observation is sent to their Line Manager, the school and stored on our CRM.

### 5. Responsibilities

- Managers – oversight of the Policy and its implementation

### 6. Equal Opportunities in Recruitment

- ClubsComplete™ adheres to legislation regarding recruitment of staff and considering all applicants on individual merit in terms of suitability, qualification, positive attitude, potential and a diverse blend of skills & experiences. A diverse range of skills held within the team will only benefit everybody connected with the ClubsComplete™ community.

**LAST REVIEWED DATE: 25th August 2021**

**NEXT REVIEW DATE: 20th January 2022**