



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 OFTSED

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 a candidate information pack, which will contain the following:

- Details of how to apply for the post (e.g. what is required in a letter of application) and the closing date.
- Details of the post

- A job description and person specification
- Information about the company
- An application form

All paperwork within the Candidate Information Pack 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 shortlisting

An appointment team will be established at this stage, which will usually consist of:

- The recruitment team
- The Operations Manager
- The relevant line manager for the subject field

Applications can be made via email/through the post.

Once the closing date has passed, the appointment team will shortlist the candidates and invite them for their first interview, explaining what they need to do in preparation. This will include bringing appropriate documentation so that a criminal record bureau check can be initiated for the successful candidate.

3.4. Selection procedures

First interviews will normally take place over the course of a day – more if it is for a senior post. The day will normally start with a welcome and introduction. Candidates also will need the opportunity to find out about the post and the team with which they will be working.

A variety of selection procedures will be used, for example:

- 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 get through the first stage of the interview process, candidates will be given an appointment date for a practical interview. All practical interviews are carried out during holiday clubs and are witnessed by a Senior Member of staff, and at least one other coach. This provides very important information, especially about how well the candidates plan lessons, how they interact with children and how well they teach.

- Final Interview

During the final interview, candidates are asked scenario-based first aid, safeguarding and customer service related questions. This interview is carried out by at least two members of senior management. 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.

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. The appointment

Taking all the evidence gathered into consideration, the panel makes its choice. The successful candidate is made a verbal offer of the post. If they accept, then they are sent a formal offer which states that their appointment is subject to satisfactory references and CRB disclosure checks. The unsuccessful candidates are informed by email.

3.7. Safeguarding procedures on the interview day:

- During the day, the following checks will be made:
 - Proof of identity
 - Academic qualifications
 - A criminal record bureau check will be initiated for the successful candidate -all candidates will be asked to bring appropriate documentation for this
- The candidate will also be asked in the interview to explain any gaps in time on the application form.

3.8. After the appointment

The successful candidate is sent a formal offer of the post, to which they must respond in writing. A contract will be issued in due course. An induction programme is compiled by the relevant line manager, which will include ensuring the appointee understands the company's safeguarding procedures. Training will be provided where gaps have been identified.

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 appraisals for staff, which are planned visits to clubs/sessions by a member of Senior Management or the coaches' line manager. After each appraisal is carried out, employees receive feedback on the content of their club/session with advice on how to improve for the future. Any questions are answered by the appraiser.

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: 5th February 2024

NEXT REVIEW DATE: 5th February 2025