



ASM Sports (UK) Limited | Safer Recruitment Checks & Pre-Employment/Induction Screening | January 2023

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| Policy/Procedure Leader | Nick Marren | 01782 366332 |
| Deputy Policy/Procedure Leader | Kieran Oakes | 01782 366332 |
| Lead Person for Recruitment Checks | Nick Marren | 01782 366332 |
| Senior Manager | John Kendall | 01782 366332 |
| Policy/Procedure Approval Date | 16th January 2023 | |
| Frequency of Policy Review | Annually | |
| Next Review Date | January 2024 | |
| Signature of Policy/Procedure Leader | Signature of Managing Director | |
| <i>Nick Marren</i> | <i>Alex Morris</i> | |



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Address: G22 Genesis Centre, Stoke-on-Trent, Staffordshire, ST6 4BF

Registration No: 07376198 VAT No: 159838063



In accordance with Keeping Children Safe in Education (September 2022), organisations which employ staff and/or volunteers to work with or provide services for children have a duty to safeguard and promote the children's welfare. Our Company has robust recruitment and vetting procedures to help to deter, reject and prevent unsuitable people from working or volunteering within our schools.

Schools and Colleges must obtain written notification from any agency, or third-party organization they use that the organization has carried out the checks on an individual who will be working at the school that the school would otherwise perform.

Also, Staffordshire and Stoke-on-Trent Safeguarding Children Boards have a key role in determining "efficient policies and procedures, established on national guidance, for establishing the appropriateness of people applying for employment with children".

We can confirm in writing that we have undertaken all the necessary pre-employment recruitment checks required in accordance with Keeping Children Safe in Education 2022, on all the staff we deploy to work in our partnership schools. Our recruitment process and application packs make explicit reference to the company's commitment to safeguarding children, including clear statements in the job description and person specification about the staff member's safeguarding responsibilities.

The criterion below has been followed throughout the process of assessing employee's suitability for a role within the company:

- All staff members who have contact with children, young people and families will have appropriate pre-employment checks in line with Keeping Children Safe in Education 2022 including Enhanced Disclosure and Barring Service (DBS) and/or police checks under the Safeguarding Vulnerable Groups Act 2006 (for those working in a relevant setting)
- Reference check
- Identity check
- Barred list check (for those in regulated activity)



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- Check of mental and physical fitness to carry out work responsibilities (where relevant and as permitted by the Equality Act 2010)
- Check of right to work in the UK
- Any further checks deemed necessary for those who have lived or worked outside the UK
- Professional qualifications check
- Section 128 direction check (for those taking up management positions in independent schools, including academies)
- Prohibition from teaching check (for those in teaching positions)
- We require evidence of original academic certificates
- We do not accept testimonials and insist on taking up references prior to interview
- We will question the contents of application forms if we are unclear about them or if there are gaps in employment
- We maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements. Guest visitors will also be checked in line with statutory requirements and risk assessed robustly. The Governing Body will check the SCR on a term basis and record accuracy and actions

Alongside this, all new members of staff, including newly qualified coaches, coaching assistants, and support staff, will be given an appropriate induction by the designated safeguarding lead (DSL) that includes robust child protection training on how to recognise, respond to and report any concerns relating to signs of abuse, neglect, e-safety and any familiarisation with safeguarding and child protection policy, staff code of conduct, and Part 1 of Keeping Children Safe in Education 2022.



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Staff Training & Induction

- The induction will be proportionate to staff members' roles and responsibilities.
- The DSL will undergo updated relevant safeguarding training every two years (not L1 or L2 safeguarding training every 2 years, but a relevant course to expand the knowledge and understanding of various safeguarding issues locally and nationally. This is in line with LSCB guidance).
- All staff members of ASM Sports will undergo level 1 face to face safeguarding and child protection at least training every three years.
- In addition to level 1 safeguarding training every 3 years, all staff will also receive annual safeguarding and child protection updates (for example via e-mail, e-bulletins, staff meetings; briefing sessions or training;) as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard pupils effectively. This may be provided by the DSL or other member of the senior leadership team.
- Staff members who miss the whole-company training will be required to join alternative training session or attend an 'open session'.
- We will ensure that staff members provided by other agencies and third parties, e.g., supply coaches and contractors, have received appropriate child protection training commensurate with their roles before starting work. They will be given the opportunity to take part in whole company training if it takes place during their period of work for the school.
- ASM Sports will maintain accurate records of staff induction, training, and annual updates.



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Contractors, Service/Activity Providers & Work Placement Providers

- We will ensure that contractors and providers are aware of ASM Sports safeguarding and child protection policy and procedures. We require that employees and volunteers provided by these organisations use our procedure to report concerns.
- We will seek assurance that employees and volunteers provided by these organisations and working alongside our pupils have been subjected to the appropriate level of safeguarding checks in line with Keeping Children Safe in Education: 2019. If assurance is not obtained, permission to work with our children or use our school premises will be refused.
- When we commission services from other organisation, we will ensure that compliance with our policy and procedures is a contractual requirement, along with the requirement for them to have undertaken safeguarding training appropriate to their role.

Whistleblowing & Complaints

- We cannot expect pupils to raise concerns in an environment where staff members fail to do so.
- Therefore, we will ensure that all staff members are aware of their duty to raise concerns, where they exist, about the management of safeguarding and child protection, which may include the attitude or actions of colleagues. If necessary, they will speak with the head teacher, the chair of the governing body or with the Local Authority Designated Officer (LADO).
- We have a Whistle Blowing Policy which is available to all staff.
- We have a clear reporting procedure for children, parents, and other people to report concerns or complaints, including abusive or poor practice.
- We will actively seek the views of children, parents and carers and staff members on our child protection arrangements through surveys, questionnaires, and other means.





Staff Security

- All staff members have a responsibility to ensure our buildings and grounds are secure and for reporting any issues or concerns that may come to light.
- We check the identity of all visitors coming into school. Visitors are expected to sign in and out of the school and to display a visitor's badge while on the school site. Any individual who is not known or identifiable will be challenged for clarification and reassurance.
- ASM Sports will not accept the behaviour of any individual, (parent, professional or anyone else); that threatens school security or leads others, child, or adult, to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse that person access to the school site.

The following link gives key detail, advice and regulation of the process: www.gov.uk/vetting-barring-scheme/

Signed:

Alex Morris

Position: Managing Director



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