

SAFE
GUARDING
360°



Safer Recruitment Policy

*Skateboard*GB

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Key Contacts

Policy Owner: Lara Hayward

Policy approved by: Skateboard GB Board

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Skateboard GB ('SBGB') Safer Recruitment Policy

If you require any of this information in a different language or accessible format, please contact SBGB's Head of Safeguarding by e-mail: safeguarding@skateboardgb.org

1. Introduction

We are committed to safeguarding and promoting the welfare of everyone taking part in skateboarding regardless of age, ability or disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation and we expect the same commitment from all our staff and volunteers.

SBGB and its affiliated members should provide a safe environment for all staff, participants, volunteers and/or parents/carers involved. We recognise that staff and volunteers are the lifeblood of SBGB, and particularly so at skate schools and skate parks- where many would not exist without them.

However, not every volunteer may be suited to every role and a small minority may not have the skills or appropriate motivations to work with young people, women and girls, adults at risk or any other group within our sport. This policy requires adherence to a process and checks that are necessary to promote the safety of children and adults at risk, and to demonstrate our commitment to a safer culture where safeguarding processes are visibly embedded. This policy has been developed in line with current NSPCC guidance on safer recruitment (January 2022). It aims to protect children and adults at risk from harm by deterring unsuitable applicants from applying for roles working with children and adults at risk and identifying and rejecting them if they do.

When recruiting for paid or voluntary roles working with children and adults at risk SBGB, and its affiliated members will:-

1. Follow a safer recruitment process to promote a fair and consistent approach to ensuring that all people working with the children or adults at risk in our care are safe and qualified to do so.
2. Carry out appropriate criminal records/background checks.
3. Provide a welcoming and supportive induction process that ensures all new staff and volunteers are aware of SBGB and their member's commitment to safeguarding, equality, diversity and inclusion and how the expectations on all staff and volunteers align with this.

4. Have a robust data management processes in line with UK GDPR to manage the handling of sensitive information such as DBS checks.

2. The Safer Recruitment Process

- Define the role - Role description & Person Specification, describes the tasks and duties involved, skills, experience required and any safeguarding responsibilities.
- Advertising - Aim to advertise roles to a wide audience (E.g. noticeboards, club website, social media platforms.) Remember to include description of role, duties, responsibilities, skills as well as if any experience is needed and if applicable, the level of DBS check required. Short listing - The purpose of shortlisting is to identify those candidates who best meet the selection criteria for the post as defined in the person specification.
- Informal meeting - Should be completed face to face (via technology if physical proximity isn't possible). All applicants should be asked the same questions and rated. It is recommended that two representatives of the club attend the meeting. Ask questions that gain insight into candidate's knowledge of safeguarding and experience working with children and/or adults at risk.
- Self-declaration - of relevant convictions or current investigations. This provides the opportunity to give consent for criminal record check to be completed and allows relevant safeguarding information to be declared where DBS criteria is not met.
- References - Two written references are required, ideally from previous sport/club or volunteer opportunities who are able to comment on the applicant's suitability for the role, particularly referencing their suitability to work with children/adults at risk.
- DBS & PVG Checks - Where a role meets the eligibility requirements the appropriate level of DBS check must be completed prior to starting the role. Applicants that do not meet the criteria for a DBS check, should complete the Self-Declaration form prior to working with children and adults at risk. If the preferred candidate is an internal candidate or club member, they may require new references/DBS check if their role scope has changed. Responsibility for all these checks lies with the club.
- Induction - Should take place as soon as the role is appointed and should be designed to welcome new volunteers/staff into a club or role and highlight key personnel, training, policies and procedures. (see below for example

induction content).

3. Disclosure & Barring Service (DBS) Check

- What is a DBS check? A deployer can check the criminal record of someone applying for a role. This DBS check is carried out via the Disclosure and Barring Service (DBS) and will disclose any spent convictions, cautions or reprimands that are not protected or subject to filtering by the DBS. It may also disclose other relevant information, depending on the position applied for and the level of check carried out. For further information, see the DBS Website [here](#).
- Who needs a DBS check? Eligibility to apply for a DBS check is not based on an individual's job title but is established by looking at the activities and responsibilities carried out in their individual role. Volunteers and paid or part paid staff may require a DBS check.
- Anyone over the age of 16 who undertakes Regulated Activity (see definition on the side) with children or young people under the age of 18, on more than three days in any period of 30 days or at any time between 2am and 6am with the opportunity for face-to-face contact with children ("the period condition") must complete an Enhanced DBS with children's Barred List check before deployment. If an individual who is aged over the age of 16 is volunteering or working with children or young people under the age of 18 more than once but not enough to meet the period condition or is volunteering regularly but is supervised at all times, they are eligible for an Enhanced check without any barred list check. DBS checks must be updated every 3 years and if the role or scope of a role changes to require a different level of DBS check, a new check must be completed.
- Not eligible for DBS check? Only those who meet the criteria are eligible for a DBS check. A Self-Declaration Form should be completed by applicants working with children and adults at risk but who do not meet the criteria for a DBS check. This includes UNDER 16s as they are ineligible for DBS checks. SBGB recognises the contribution that ex-offenders can make as employees and volunteers. Adverse content on a DBS does not automatically prevent an applicant from being successful but a risk assessment and references may be required before deployment. The SBGB safeguarding team will be notified if there is any adverse content on a DBS and will ensure that, where required, these additional steps are carried out. Refusal to comply with this process may result in withdrawal of the role.
- Regulated Activity is: Activity which includes 'unsupervised'* contact of children or young people under the age of 18 which is of a specified nature (teaching, training, care, supervision, advice, treatment or transport) OR activity which takes place in a specified place AND which occurs at any time

on more than three days in any period of 30 days or at any time between 2am and 6am with the opportunity for face-to-face contact with children (“the period condition”)

- Unsupervised Activity is defined within skateboarding as: ‘The coach/ instructor being out of sight or hearing of their supervisor’. If you are unsure whether you qualify for a DBS check, or which level is required, please contact SBGB’s Head of Safeguarding & Welfare at safeguarding@skateboardgb.org.

4. Volunteers

- Volunteer Induction

Once a volunteer has been safely recruited it is vital to give them a sense of belonging, make them feel welcome, valued and to orientate them into the club. A volunteer induction is a crucial part of this. It should include a variety of information designed to bring the volunteer up to date with policies and procedures at the workplace and provide information about the organisation’s structure, membership, its activities and where the volunteer fits in. The induction should cover essential aspects of the role and specific attention should be drawn to the club/centre Safeguarding Policies and how to report any safeguarding concerns. Volunteers should be introduced to whoever is the Lead Safeguarding Officer at the Skate School, Event or Competition as soon as possible and given their contact details immediately, they should also be informed how to contact the SBGB Safeguarding Team.

Don’t assume that because people have been involved in the club, or its activities, for some time that they know how everything works. It is safer to give people more information than they need rather than making assumptions about their level of knowledge.

- Induction Pack

A Volunteer Information Pack for new volunteers may be helpful, an example of this may contain:

- safeguarding policies and procedures
- codes of conduct
- SBGB membership registration
- roles and responsibilities of the post
- key contacts
- Introduce new volunteers to the people they will come into contact with whilst undertaking their role, including the person overseeing their work.

- Check new volunteers have a clear and accurate understanding of their role and any responsibilities they will be taking on.
- It is helpful for new volunteers to 'shadow' someone more experienced who can 'show them the ropes'.
- Give details of any meetings they are expected to attend (dates, times, locations etc.).
- Explain communication processes – for both staff/adults and young people. Don't forget to give new volunteers feedback on how they are doing.

5. Managing and storing sensitive information

We are committed to ensuring the security and protection of personal information in line with the relevant data protection legislation including UK GDPR and the Data Protection Act 2018. Disclosure of information is sensitive and will be treated confidentially. It should only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given. This information should not be kept for any longer than is necessary to make a decision regarding deployment, although a record may be taken of the date of issue of a DBS, the name of the subject, the type of DBS requested, the role, the unique reference number and details of the recruitment decision taken.

6. Scope of this policy

This policy will be reviewed every three years, or in the following circumstances: changes in legislation and/or government guidance as required by the local safeguarding partnership, UK Sport and/or home country sports councils as a result of any other significant change or event. This Policy shall be applied consistently in relation to all staff, volunteers and participants, regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

- This policy and any policies and guidelines referenced within this document are those of Skateboard GB. Other relevant policies can be found at <https://www.skateboardgb.org/safeguarding> including:
 - o Skateboard GB Safeguarding Children Policy
 - o Skateboard GB Safeguarding Adults Policy
 - o DBS Guidance

7. Key contacts

Skateboard GB Safeguarding Team at safeguarding@skateboardgb.org
Skateboard GB HR Team At hr@skateboardgb.org