

Tewkesbury Junior Anglers

Tewkesbury Junior Anglers (TJA)

Safer Recruitment Policy

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1. Introduction and Policy Statement

Tewkesbury Junior Anglers (TJA) is committed to safeguarding and promoting the welfare of children and young people. We expect all volunteers, committee members, and anyone working on behalf of TJA to share this commitment. This Safer Recruitment Policy is an essential part of our overall Safeguarding approach and aims to ensure that only suitable individuals are appointed to roles involving contact with children. We are committed to robust, fair, and consistent recruitment procedures that deter and prevent unsuitable people from gaining access to children through our activities.

This policy should be read in conjunction with the TJA Safeguarding and Child Protection Policy.

2. Purpose and Scope

The purpose of this policy is to outline the procedures TJA will follow when recruiting any individual (paid or voluntary) whose role involves working or having contact with children and young people participating in our activities. It aims to minimise the risk of appointing individuals who may pose a risk to children.

This policy applies to all committee members, coaches, helpers, and any other volunteer roles involving 'regulated activity' relating to children, as defined by statutory guidance.

3. Guiding Principles

Our recruitment process is guided by the principles of:

- Vigilance: Maintaining an attitude of 'it could happen here'.
- Child Welfare: Ensuring the welfare of children is paramount in all recruitment decisions.
- Fairness & Consistency: Applying procedures consistently and fairly to all applicants.
- Clarity: Ensuring roles and responsibilities are clearly defined.
- Deterrence: Making it clear that TJA takes safeguarding seriously, deterring unsuitable applicants.

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4. The Recruitment Process

TJA will follow these steps when recruiting volunteers for roles involving contact with children:

- 4.1 Role Definition: A clear role description will be created outlining the duties, responsibilities, and the level of contact with children involved. This will identify whether the role constitutes 'regulated activity' requiring an Enhanced DBS check with Barred List information.
- 4.2 Advertising: All advertisements for volunteer roles involving contact with children will include the following statement:
 - "Tewkesbury Junior Anglers is committed to safeguarding and promoting the welfare of children and young people. We expect all volunteers to share this commitment. This role is subject to safer recruitment checks, including an Enhanced DBS check and satisfactory references."
- 4.3 Application Information: Applicants will typically be asked to complete a standard application form which will request:
 - Full identifying information (name, address, contact details).
 - Details of relevant experience, skills, and qualifications.
 - A history of volunteering/employment (with explanations for any gaps).
 - Contact details for at least two referees.
 - A declaration regarding convictions, cautions, reprimands, or warnings, subject to DBS filtering rules. (Self-disclosure information will be handled confidentially).
 - Confirmation they have read and understood TJA's Safeguarding Policy and Code of Conduct.
- 4.4 Shortlisting: Applications will be shortlisted against the role description criteria by at least two committee members.
- 4.5 Interviews:
 - Shortlisted candidates will be invited for an informal interview or discussion.
 - The interview panel will consist of at least two people. Crucially, at least one interviewer will have undertaken specific Safer Recruitment training.
 - Candidate details will be fully explored. Interviews will include questions designed to assess the candidate's suitability to work with children, their understanding of safeguarding, attitudes towards children and authority, ability to set boundaries, motivation for volunteering, and ability to work as part of a team.
 - Any anomalies or gaps in the application form will be explored during the interview.
 - Candidates will have the opportunity to ask questions about the role and TJA's commitment to safeguarding.
- 4.6 References:

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- At least two written references will be sought directly by TJA for successful candidates before their appointment is confirmed.
- Where possible, one reference should be from the applicant's current or most recent role involving children (paid or voluntary). References from relatives or purely personal friends will not be accepted.
- Reference requests will specifically ask about the referee's knowledge of the applicant's suitability to work with children and young people and any safeguarding concerns.
- All references will be checked for authenticity and any concerns followed up.
- 4.7 Pre-Appointment Checks: Before confirming an appointment and allowing unsupervised access to children, the following checks will be completed:
- Verification of Identity: Using photographic ID and proof of address.
- Disclosure and Barring Service (DBS) Check: An Enhanced DBS check with Children's Barred List information will be required for all roles involving eligible levels of contact with children (regulated activity). TJA will facilitate this check (e.g., via the Angling Trust or another umbrella body). A certificate of good conduct or police check may be required for overseas applicants where a DBS check is not possible. The TJA Committee will assess any information disclosed on a DBS certificate fairly, considering its relevance to the role.
- Verification of Qualifications: Original certificates of relevant qualifications (e.g., coaching badges, first aid) will be viewed, and copies taken for the volunteer's file.
- Right to Volunteer: Confirmation of the individual's right to volunteer in the UK (usually covered by ID checks for UK citizens).

5. Offer of Appointment

Any offer of appointment will be made conditional upon satisfactory completion of all pre-appointment checks (References, DBS, Qualification Verification).

6. Induction

- All new volunteers will undergo an induction process which includes:
- Mandatory Safeguarding Training: Volunteers must undertake safeguarding awareness training during their induction period, organised or provided by TJA (e.g., online module, workshop).
- Receiving copies of and confirming understanding of key TJA policies (Safeguarding, Code of Conduct, Safer Recruitment, BCP, Health & Safety).
- Clear explanation of their role, responsibilities, and lines of reporting.
- Introduction to key personnel, including the Named Safeguarding Lead (Christopher Birch) and Committee Chair (Secretary).

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7. Probationary Period

- New volunteers will undertake a probationary period (e.g., 3-6 months) to assess their ongoing suitability for the role in practice.
- During this period, they will receive support and supervision from a designated committee member or experienced volunteer/coach.
- A review will be held at the end of the probationary period before the volunteer's position is fully confirmed.

8. Record Keeping

- Secure records of the recruitment process (application forms, interview notes, reference checks, DBS check details - number/date/level, copies of qualifications) will be kept confidentially for all volunteers in line with UK GDPR principles.
- Records will be stored securely by the Secretary or Chair. Retention periods will follow recommended guidelines (e.g., typically 6 months for unsuccessful candidates, duration of volunteering + 6 years for successful volunteers, unless safeguarding allegations are involved).

9. Policy Review

This Safer Recruitment Policy will be reviewed annually by the TJA Committee alongside the Safeguarding and Child Protection Policy, or sooner if required by changes in legislation or guidance.