

# Suitable Person Policy

## Purpose of this policy

Staff members and coaches that work within Super Star Sport are committed to providing high-quality care and education for the children that use our services. Our primary concern is the safety and welfare of the children and ensuring that every member of staff is suitable for his or her role and responsibilities.

Employees have relevant qualifications to coach and care for children and there is an ongoing programme of training to ensure that an appropriate standard of care and education is maintained.

## Implementation of the policy

Super Star Sport must ensure that:

- ✦ Parents are aware of the policy for recruiting suitable persons within the company
- ✦ All the adults who educate and care for the children understand the welfare requirements
- ✦ Members of staff have the relevant qualifications and experience relevant to their roles within the company
- ✦ Members of staff are offered support to further their qualifications and to develop their skills, knowledge and expertise in education. This includes drawing up and implementing an action plan to develop the skill base of staff.
- ✦ The safety and welfare of the children are paramount when staff are recruited, and when students and volunteers are accepted to work in the company. All adults employed are vetted for their suitability to work with children in accordance with the EYFS Welfare requirements, Safer Recruitment procedures and the DfE requirements.
- ✦ Any adults who have not been checked will always be accompanied by a member of staff. This includes all visitors, suppliers and entertainers.
- ✦ All adults working in the company are physically and mentally fit to educate and care for children
- ✦ The education and care provided for the children in the company is consistent, safe and meets the needs of individuals.

- ✦ Ensure that all staff, students and volunteers are aware of the staff handbook and that they behave in accordance with it.

## Recruitment

- ✦ When recruiting suitable staff, we advertise the positions through preferred suppliers and in the locality of the company.
- ✦ We draw up a job description and person specification, which detail the role and responsibilities of the post, as well as the qualifications and experience required. This information is made available to prospective applicants, along with an application form and details about our company.
- ✦ We ask applicants to complete an application form, giving details of their qualifications, and experience, in coaching and teaching.
- ✦ We hold interviews for applicants who provide a satisfactory written application.
- ✦ We ask applicants who are called for interview to provide the original certificate(s) of their relevant qualifications (not photocopies).
- ✦ We ask applicants to provide referees who can confirm their recent experience of working within education or coaching settings. If possible, these referees will be contacted before any interview takes place.

## Through the interview process

- ✦ We check that applicants know and understand the requirements of the welfare requirements, considering the role and responsibilities of the post.
- ✦ We check that applicants understand the needs of children and that they have an understanding of equal opportunities issues.

## Offers

We carry out checks to ensure the suitability of prospective staff through the appropriate procedures of the Disclosure and Barring Service (DBS).

Prohibition from management checks are carried out for all staff with management role including Head Office. Once we have chosen a successful candidate, we send the prospective member of staff a written offer for the position.

## Induction and Training

- ✦ We provide a period of induction to all new staff.
- ✦ A qualified, experienced member of staff acts as a mentor to all staff and new recruits.
- ✦ We offer an ongoing planned programme of training to enable staff to improve their skills and abilities and keep up to date with current initiatives. Evidence of additional training and qualifications are held in staff records.
- ✦ We use a staff appraisal scheme so that employees have regular opportunities to discuss their individual training needs with the SLT.
- ✦ Before an appointment is made, we ask to see evidence of qualifications and recent experience.

## Recruiting Ex-Offenders

As an organisation which uses the Disclosure and Barring service, Super Star Sport complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed.

A DBS check will be carried out before appointment to any job at Super Star Sport is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions and those not 'protected'. A criminal record will not necessarily be a bar to obtaining a position.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.

We ensure that staff at Super Star Sport who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offenders.

Having a criminal record will not necessarily bar you from working for Super Star Sport. This will depend on the nature of the position and the circumstances of the offence.

## Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date: 12/04/2023
To be reviewed: 12/04/2024	Signed: 