



Safe Recruitment Policy
02-05-2022



Introduction

Southampton Kendo Club is committed to safeguarding children and adults in line with national legislation and relevant national and local guidelines.

We will safeguard our members by ensuring that our activities are delivered in a way which keeps all members safe. In order to do this, we need to ensure that all volunteers at Southampton Kendo Club are appropriate for the position they hold. This includes defining roles and their requirements clearly, checking the suitability of applicants, and once hired ensuring volunteers remain appropriately trained and checked.

Implementation

Role Descriptions

To ensure all volunteers know what is expected of them, each of the club roles has a Role Description, published on the website. This sets out the roles and responsibilities of each position, as well as what training and qualifications are required to carry out the role. Training may be provided after the applicant has been approved for the role, to be completed no more than one month after the position has been taken up. In addition, all roles must pass DBS checks.

Election of officers

The positions of Dojo Leader, Treasurer and Club Secretary are elected annually during the club AGM. The incumbents may re-run, and any new candidates will be nominated by another member. If safeguarding concerns are raised against a candidate, this may disqualify them from the ballot.

Appointed roles

The roles of Assistant Coach and Designated Safeguarding Lead are appointed by the club as necessary. If the person applying for the role has not been a member of the club for at least one year, then a character reference will be required.

Checking Applications

When applying for a position, the applicants will need to fill out a coach/volunteer form. Together with the role description, this will highlight the suitability of the applicant and identify any training and certifications required.

All volunteers will need to be DBS checked. This is performed by a third-party firm, and handled via the British Kendo Association. Previous convictions will be considered in line with the Recruitment of Ex Offenders Policy.

When checking the application the applicant's right to volunteer in the UK must also be checked. This may be granted by the applicant's nationality, right to remain, or as a visitor if the period of volunteering is no longer than 30 days.

It should be noted that the individual volunteer is responsible for checking that their documentation allows them to volunteer. Organisations are often concerned about checking documentation because they are worried they could be affected by the illegal working rules. However the illegal working rules relate to employment, they should not apply to genuine volunteers who are not working under a contract of employment.

Verifying References

Where required, references will be used to make an informed decision about an applicant's suitability to work or volunteer with children and vulnerable adults. Ask referees about the candidate's:

- suitability and ability to work with children and young people
- knowledge and understanding of child protection and safeguarding.

Make sure information provided in the reference is consistent with the information provided by the candidate in their application form and interview. Follow up any discrepancies, concerns, or vague statements.

Ensuring certifications are up to date

In order to ensure the information we have on members and volunteers is up to date, we will ask all members to submit the membership form, and all volunteers to submit the coaches/volunteers form in January of every year.

The coaches/volunteers form includes expiry dates for certification and prompts a check of the person's first-aid kit. This will highlight any expiring certifications, which can be followed up during the year. Anyone who's certification has expired will be removed from the position until it has been renewed. We will not keep a copy of certification, but the originals will be



checked by the club secretary or dojo leader.

For certificates without an expiration date (except BKA coaching qualification and kendo grades), the expiration date shall be three years from the date of issue.

If anyone's certifications expire, they shall be suspended from the role until the necessary training or qualifications have been recertified.

Disqualification of Elected Officers

If any elected officer (Dojo Leader, Treasurer or Secretary) is disqualified from a position during their term, then an EGM will be held to elect a new candidate. A suitable member may be appointed by the other officers to temporarily fill the position until the EGM is held.

Resources

NSPCC Safer Recruitment:

<https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

Security features of a DBS Certificate:

<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#security-features-of-a-dbs-certificate>