



Staffing & Safer Recruitment Policies

This document covers the full staffing and safer recruitment framework for **Elite SF**, written in line with Ofsted requirements and safeguarding best practice. It includes policies and procedures to ensure safe and effective staffing, recruitment, induction, supervision, and ongoing staff management.

1. Safer Recruitment Policy

Policy Statement:

- Elite SF is committed to recruiting coaches and volunteers safely, ensuring that all personnel working with children are suitable and properly vetted.
- All recruitment will comply with statutory safeguarding requirements, including DBS checks, identity verification, and reference checks.

Procedures:

- All job advertisements and descriptions include safeguarding responsibilities.
- Shortlisting, interviewing, and reference checking processes are designed to identify risks and ensure suitability.
- Enhanced DBS checks are obtained for all staff working with children.
- Records of recruitment checks are maintained securely and in line with data protection law.

2. Coach Suitability & DBS Procedure

Policy Statement:

- Only suitable coaches may work with children.
- Coaches suitability will be assessed prior to working with Elite SF and monitored throughout the work with Elite SF.

Procedures:

- Verify identity, right to work, qualifications, and references.
- Conduct enhanced DBS checks and monitor for updates via the DBS Update Service where possible.
- Record any sanctions, cautions, or concerns and assess suitability accordingly.

- Coaches must disclose any relevant changes in circumstances immediately.

3. Coach Induction Procedure

Policy Statement:

- All new coaches, volunteers, and young workers will receive a structured induction.
- Induction ensures understanding of policies, safeguarding, and operational procedures.

Procedures:

- Introduction to safeguarding, child protection, and behaviour policies.
- Training on health and safety, emergency procedures, and infection control.
- Clear explanation of roles, responsibilities, and expected standards.
- Mentoring and supervision during the induction period.

4. Coache Training & Supervision Policy

Policy Statement:

- Elite SF ensures that all coaches receive appropriate training and supervision to maintain high standards of care and safeguarding.

Procedures:

- Regular mandatory safeguarding, first aid, and health and safety training.
- Ongoing professional development relevant to roles.
- Structured supervision meetings to review performance, support staff, and discuss safeguarding or operational issues.
- Training records maintained and reviewed annually.

5. Probation / Suitability Period Procedure

Policy Statement:

- All new coaches and volunteers undergo a probation/suitability period to assess their skills, suitability, and adherence to policies.

Procedures:

- Clearly defined probation period with regular review meetings.
- Observation and feedback on performance, behaviour management, and adherence to safeguarding procedures.

- Formal assessment at the end of the period to confirm ongoing employment or identify areas for improvement.
- Early termination if suitability or standards are not met.

6. Coach Sickness & Absence Procedure

Policy Statement:

- Coach wellbeing and availability are essential for safe operation. This procedure ensures consistent management of sickness and absence.

Procedures:

- Coaches must notify management promptly if they are unable to attend work and ring at 7am on the day of absence. Then inform management if unable to work the following day at 3pm.
- Absences will be recorded and monitored.
- Return to work interviews conducted to ensure coaches are fit and safe to work with children.
- Long-term or frequent absence will be managed in line with employment law, maintaining safeguarding and operational continuity.
- Appropriate adjustments or support will be provided to coaches with health issues where possible.

7. Declaration

All coaches, volunteers, and management must read, understand, and agree to comply with this Staffing & Safer Recruitment Policy Suite.