NEWHAM SPORTS CLUB
PROGRESSIO CUM POPULO

SAFER RECRUITMENT

POLICY

ADOPTED	NEXT REVIEW	OWNER
01/09/2026	September 2027	Newham Sports Club Board

01 PURPOSE

To make sure everyone recruited to work or volunteer with children, young people or adults at risk at Newham Sports Club is safe to do so, and that recruitment itself — not just supervision afterwards — is a safeguarding control.

02 BEFORE RECRUITING

Every role that involves contact with children/young people or adults at risk has a short role description setting out its safeguarding responsibilities, so applicants know what's expected before they apply.

03 APPLICATION AND SELF-DECLARATION

Every applicant (paid or voluntary) completes an application that asks them to self-declare any unspent convictions or relevant information. Failure to disclose something relevant that later comes to light may result in the role being withdrawn, regardless of when it's discovered.

04 REFERENCES

- At least **two references** are obtained for every new coach, staff member, or regular volunteer working with children/young people, ideally before interview.
- References are followed up by phone with the referee directly, not just filed — to confirm they were genuinely given and to probe anything vague.
- A reference that raises any safeguarding concern is discussed with the DSL before the role is offered.

05 INTERVIEW

- Where practical, at least two people are involved in interviewing.
- Interviews cover gaps in employment history and directly explore the candidate's understanding of, and commitment to, safeguarding.

06 DBS CHECKS

- Anyone in **regulated activity** with children (teaching, training, instructing, caring for or supervising children on a regular basis, or in a position of trust) requires an **Enhanced DBS check with a Barred List check** before starting, in line with CPSU/DBS eligibility guidance. Since 1 September 2026 this applies whether or not the person is supervised by someone else (Crime and Policing Act 2026).

- Anyone else with regular contact with children requires at least a Standard or Enhanced DBS check as appropriate to the role.
- No one starts regulated activity with children, or any unsupervised contact with adults at risk, before their DBS check has been seen and recorded by the DSL.
- DBS certificates are logged (certificate number, date, level) and renewed at least every 3 years, or sooner if there's reason to.
- NSC subscribes to (or plans to subscribe to) the DBS Update Service where possible, to allow status checks between renewals.

07 INDUCTION

Every new starter, paid or voluntary, receives an induction covering:

- This Safeguarding Policy and the Code of Conduct — both must be read and signed before starting.
- Who the DSL and Deputy are, and how to report a concern.
- Their specific role, responsibilities, and reporting lines.
- A probationary period (typically the first 3 months) during which performance and suitability are actively reviewed.

08 ONGOING

- Coaches/staff confirm annually that their DBS, qualifications, and insurance (where individually held) remain current.
- Any change in circumstances that could affect suitability to work with children (e.g. a new conviction) must be self-reported to the DSL immediately — this is a condition of the role, not optional.
- Regular, informal check-ins between Lead Adults and the people they supervise help catch concerns early, not just at annual review.

09 RECORDS

A central register is kept (by the DSL) of everyone who works or volunteers with children/adults at risk, showing: DBS certificate number and date, references obtained, relevant qualifications, and induction completion date. This register is reviewed at least annually.

10 REVIEW

Reviewed annually alongside the Safeguarding Policy. **Next review: September 2027.**

ADOPTION

Approved and formally adopted by the Newham Sports Club Board.

ROLE	NAME	SIGNATURE	DATE
Chair	Naser Mohamed		01/09/2026
Treasurer & Deputy Safeguarding Lead	Abdirahman Mohamed		01/09/2026
Secretary & Governance Officer	Uthman Sanusi Mohammed		01/09/2026

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