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Safer Recruitment Policy for Instructors Staff, and Volunteers

Purpose

The purpose of this policy is to ensure that all recruitment processes at The Wing Chun Collective are conducted in a manner that prioritizes the safety and well-being of our students. This policy applies to all instructors, staff, and volunteers involved with our school and by implementing this Policy, we aim to create a secure and nurturing environment for all students, ensuring their safety is our utmost priority.

Scope

This policy applies to the recruitment and selection of all instructors, staff, and volunteers who have direct or indirect contact with students.

Policy Statement

The Wing Chun Collective is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, instructors, and volunteers to share this commitment.

Recruitment Procedures

Advertising and Recruitment Materials

- Any positions advertised will include a statement about our commitment to safeguarding and the requirement for a satisfactory Disclosure and Barring Service (DBS) check.
- Application forms will request detailed information about an applicant's employment history and suitability to work with children.

Application Process

- All applicants will be required to complete an application form.
- CVs will not be accepted in place of an application form to ensure we have consistent information from all candidates.
- Application forms will include sections on the applicant's personal details, qualifications, employment history, and a declaration regarding criminal convictions.

Shortlisting

- A minimum of two senior members of The Wing Chun Collective will be involved in the shortlisting process.
- Shortlisting will be based on the criteria outlined in the job description and person specification.

Interviews

- Structured interviews will be conducted with a focus on the candidate's suitability for the role and their attitude towards child protection and safeguarding.
- At least one member of the interview panel will have received training on safer recruitment.
- Candidates will be asked specific questions relating to child protection and safeguarding.

Pre-Employment Checks

- A minimum of two references will be obtained, including one from the most recent employer.
- References will be verified and checked for any discrepancies.
- A satisfactory enhanced DBS check will be required for all positions.
- Identity checks will be conducted to verify the applicant's right to work in the UK.
- Qualifications will be verified.



The Wing Chun Collective

Induction and Training

- All new recruits will undergo a thorough induction process, which includes training on the school's safeguarding policies and procedures.
- Regular safeguarding training will be provided to ensure that all staff, instructors, and volunteers are up to date with best practices and legal requirements.

Ongoing Monitoring and Support

- Performance reviews will include discussions about safeguarding and any issues that may have arisen.
- Regular supervision and support will be provided to all staff, instructors, and volunteers.
- Continuous professional development will be encouraged to maintain high standards of safeguarding.

Reporting Concerns

- All staff, instructors, and volunteers are required to report any concerns about the behaviour of colleagues or students to the designated safeguarding lead.
- The school's whistleblowing policy will support those who raise concerns in good faith.

Policy Review

This policy will be reviewed annually or in response to changes in legislation, regulatory guidance, or school requirements.