



RLSS UK
Safeguarding

The Royal Life Saving Society UK (RLSS UK) Safer Recruitment Policy and Guidance

“Safeguarding is everyone’s business”.

RLSS UK is committed to safeguarding and promoting the welfare of children, and adults at risk and expects everyone involved in RLSS UK activity to share this commitment.

Author: Lee Heard and Richard Flavell supported by Safe LTD

Date: 8 January 2024

File Name: RLSS UK Safer Recruitment Policy and Guidance

© Copyright Statement

This document is confidential and shall not be used by anyone other than authorised employees of the Royal Life Saving Society (UK) RLSS UK), nor used or disclosed outside the RLSS UK (or its affiliates) without the express written permission of the Chief Executive. All title to and copyright in this document is retained within the RLSS UK.



Control Sheet

Document Review

Name	Title
Representatives of	S.E.D.A.G

Document Approval

Name	Title	Department	Signature	Date
Lee Heard	Charity Director	Charity		12/04/2023

Version History

Version	Amendment/Reason	Date
v1.0	Initial document	12/04/2023
V1.1	Sligh amends to errors in formatting	08/01/2024

Associated Documents

Document	Version
RLSS UK Adult at Risk Safeguarding Policy and Procedures	V1.0
RLSS UK Child Safeguarding Policy and Procedures	V1.0

Review dates

This document should be reviewed in line with the details in section 11 and updated to reflect relevant changes.



Contents

1.0 Purpose	4
2.0 Scope	4
3.0 Equal opportunities	5
4.0 RLSS UK Principles	5
5.0 Recruitment and selection procedure.....	5
6.0 Preparation Stage.....	6
7.0 Advertising Following Approval	6
8.0 Application Pack	6
9.0 Shortlisting candidates	7
10.0 Obtaining References	7
11.0 Selection and Interview	8
12.0 Final Selection Meeting	9
13.0 Making the Appointment	9
14.0 Pre-role Checks.....	9
15.0 Induction and training	10
16.0 Monitoring and appraisal	11
17.0 Contractors.....	11
18.0 Barred list and flagged information.....	12
19.0 Proof of right to work	12
20.0 Previously lived and/or worked abroad.....	12
22.0 Single Central Register	13
23.0 Procedural implementation and review:.....	13



1.0 Purpose

- 1.1 RLSS UK is committed to promoting and implementing safer recruitment procedures and good practice to ensure that its members are suitable and appropriately qualified for the roles which they undertake. It is therefore important that all applicants whose work involves working with children and adults at risk are subjected to an appropriate level of scrutiny. This policy provides a framework for the organisation and sets out the requirements of the recruitment process and all relevant employment legislation.
- 1.2 These procedures take into account relevant legislation and guidance, including the *Working Together to Safeguard Children 2018*, *Keeping Children Safe in Education 2022*, *Safer Recruitment in Education* Guidance and the *Equality Act 2010 Code of Practice*.
- 1.3 RLSS UK is committed to ensuring that children and adults at risk who participate in its activities including lifesaving, lifeguarding, community awards, education, sports, competitions and any other events have a safe, positive and enjoyable experience. All groups of people whatever their age, gender, language, disability, race, religion or belief, sexual orientation, socio-economic status and culture have the right to protection from abuse and to be treated fairly. Everyone involved with children and adults who may be at risk is uniquely placed to recognise and respond to abuse and poor practice across RLSS UK.

2.0 Scope

- 2.1 This policy and procedure covers all activities that form part of the recruitment and selection of RLSS UK members, and there is a clear expectation that the specified standards should be adhered to by RLSS UK at all times when recruiting and selecting their personnel.
- 2.2 This policy covers all volunteers and members, and it is essential that any personnel involved in any aspect of the recruitment and/or selection is aware of and follows this policy and procedure.
- 2.3 Where 'personnel' is used in this document it relates to volunteers/members who may be employed or appointed within an RLSS UK Structure. It does not relate to RLSS UK Staff appointed on RLSS UK payroll or individuals appointed under the management of an approved training centre or provider(ATCs or ATPs) - although we encourage ATCs and ATPs to take note of this Policy.



3.0 Equal opportunities

- 3.1 RLSS UK is committed to equality of opportunity and so is committed to the fair recruitment of its personnel. As an organisation we are committed to eliminating discrimination and encouraging diversity amongst our people. We are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.
- 3.2 All appointment and recruitment procedures will always adhere to the principles of fairness and transparency and will be undertaken in accordance with employment law and our Equal Opportunities (Staff) Policy. We will also comply fully with the provisions of the Rehabilitation of Offenders Act.
- 3.3 We will ensure reasonable adjustments are made to all stages of the recruitment process as required in order for candidates with a disability to be interviewed and/or appointed to the post.
- 3.4 We will monitor the success of recruitment in relation to diversity aims by requesting applicants to provide equal opportunities details.

4.0 RLSS UK Principles

- 4.1 We will ensure that recruitment and selection of personnel is conducted in a professional, timely and responsive manner. We also ensure that any recruitment process provides value for money.
- 4.2 To promote transparency and accountability we will ensure that where any personnel has a close personal or familial relationship with an applicant, they will be required to declare this as soon as they are aware of the individual's application. They will also not be permitted to take part in the recruitment process. If, based on this procedure, they would normally be involved in the process then another manager of equivalent or higher seniority will replace them.
- 4.3 All documentation relating to applicants will be treated confidentially in accordance with the *General Data Protection Regulation (GDPR)*, *Data Protection Act (DPA)* and our data protection policy. Applicants will have the right to access any documentation held on them in accordance with the *Freedom of Information Act* and our data protection policy.

5.0 Recruitment and selection procedure

- 5.1 This procedure outlines the key stages of the recruitment and selection process. We will ensure that there is a clear and explicit safeguarding commitment during all stages of the recruitment and selection process.



6.0 Preparation Stage

- 6.1 RLSS UK recognises that the preparation stage of the recruitment process is pivotal in reducing the risk of appointing unsuitable candidates. Anyone hiring personnel, should in The preparation stage check that the role description and person specification are up to date, along with the salary range and recruitment costs, if applicable.
- 6.3 All role descriptions should accurately reflect the requirements of the post and it will clearly specify any safeguarding responsibilities.
- 6.4 All person specifications should state the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the role. The person specification must reference suitability to work with children as an essential criteria. Care must be taken to ensure that the criteria used in the person specification does not indirectly discriminate against specific candidates. RLSS UK HQ can give assistance and guidance should this be required.
- 6.5 All candidates should be required to state their experience, skills and qualifications regarding working with children, and/or adults at risk if this is appropriate for the role.

7.0 Advertising Following Approval

- 7.1 All adverts should reference the RLSS UK commitment to safeguarding and promoting the welfare of children and adults at risk, including that the successful applicant, if required will need to obtain an appropriate vetting check (where their role dictates this), this will be at an Enhanced Level for those working in regulated activity.
- 7.2 Should any personnel be fulfilling a temporary role that becomes permanent then they will be required to apply for the position when it is advertised.
- 7.4 The advert and related paperwork Should be secured in line with RLSS UK Privacy Policy.

8.0 Application Pack

8.1 An [Application pack](#) will supply prospective candidates with the following:

- An RLSS UK Volunteer Recruitment Pack (two references)
- Role description/Specification
- A self-disclosure form, if required for the role
- [A PARENTAL CONSENT FORM](#) is available for volunteer roles if the applicant is under 18 years of age.



- 8.2 The application form will include the applicant's declaration regarding convictions and working with children and if relevant, will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- 8.3 All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies.

9.0 Shortlisting candidates

- 9.1 Where an application form is not completed the candidate will not be considered for the role.
- 9.2 The shortlisting stage will be carried out by a minimum of two people, and the Designated Safeguarding Lead (DSL) should be involved regarding any notified convictions or declarations.
- 9.3 Candidates should be assessed against the selection criteria, using a selection matrix, detailed in the person specification. Only candidates who meet all the essential criteria should be shortlisted. Where possible, candidates not shortlisted should be informed their application has been unsuccessful.
- 9.4
- 9.5 If, when shortlisting, there is only one applicant who meets the selection criteria then consideration should be given to re-advertising the post in order to allow for a greater pool of candidates to be compared and considered.
- 9.6 Shortlisted candidates should be provided with details of any tests/presentations required, in a reasonable time in advance of the interview, if applicable. They should also be asked whether there are reasonable adjustments that could be made so that they can fully participate.

10.0 Obtaining References

- 10.1 References should always be obtained directly from the referee, and with the candidate's consent.
- 10.2 Information sought from referees should be structured around the requirements of the job and a copy of the job description should be provided to referees. A template [Reference Form](#) is available for use.
- 10.3 References should always be scrutinised, and any concerns resolved satisfactorily before the appointment is made. Any discrepancies should be taken up with the candidate or if appropriate, the referee.
- 10.4 References should where possible be obtained prior to the interview date for all shortlisted candidates, where possible, unless permission to approach referees at this stage of the process has been expressly denied by the candidate. In exceptional circumstances positions may be offered subject to satisfactory references but in these cases any risks to vulnerable groups should be clearly identified and the mitigating action documented.



- 10.5 If the appointment is urgent then you may seek to obtain a verbal reference followed by a written reference.
- 10.6 Where a candidate has disclosed information that needs further security this should involve the local DSL and if required advice should be sought from the RLSS UK Safeguarding Team.

11.0 Selection and Interview

- 11.1 On arrival at interview, candidates will be required to present proof of their identity, right to work in the UK/Ireland and any relevant qualifications. The Home Office provides information on [acceptable right to work documents](#). Copies of this information will be taken and added to the Single Central Record for the successful candidate and destroyed for unsuccessful candidates.
- 11.2 Interviews will be carried out by a minimum of two people, preferably three, one of whom should be their direct point of contact/line manager.. Interview questions and the structure of the interview should be agreed in advance and consistently applied to **all** candidates. Questions should be based on the person specification.
- 11.3 Candidates will always be required to:
- Explain satisfactorily any gaps in employment or significant periods of time working or living abroad
 - Explain satisfactorily any anomalies or discrepancies in the information available to the interviewers
 - Declare any information that is likely to appear on a criminal record disclosure.
- 11.4 Interviewers should use standardised questions to assess the candidate's suitability for the post against the person specification. All interviews must include questions that explore a candidate's attitude to safeguarding and assess the candidate's attitude, values and behaviours to work with children and/or adults at risk.
- 11.5 The following should be explored:
- The candidate's attitude toward children and young people.
 - Their motivation and reason for working with children.
 - Their attitudes and behaviour about control and consequences.
 - Their perceptions about the boundaries of acceptable behaviour towards children.
 - Their ability to form and maintain professional relationships.
 - Their general understanding of safeguarding of children.
- 11.6 Selection is a two-way process: candidates are assessing the suitability of the role and organisation before making their own decision. Those involved in the selection process should consider how best to convey a positive experience for all candidates.



- 11.7 Any discrepancies or anomalies in the candidate's application/interview must be resolved. This includes unexplained career moves e.g., frequent moves without progression, or sudden moves or reasons for gaps in employment.
- 11.8 Notes should be taken throughout the interview and retained once the interview process has been completed.
- 11.9 In the event that a candidate requests feedback about their performance in the selection process it should be provided by a member of the panel. Feedback will be based on the candidate's ability to demonstrate their suitability against the person specification.
- 11.10 Both successful and unsuccessful interview candidates should be informed of the outcome of their interview.

12.0 Final Selection Meeting

- 12.1 This is held as soon as possible after the interview candidates have departed. This meeting involves all those involved in the selection/interview process. A record of decision making to appoint an individual ahead of others must be noted, to ensure that there is a record to provide clear honest feedback to the unsuccessful candidate/s if required.
- 12.2 Interviewers bring any notes they have made with them (including presentation/demonstration observations if applicable); these are collected and put with the application file at the end of the process. All notes are stored for a minimum of 6 months. Notes regarding the successful candidate are transferred to their personnel file and onto the Single Central Record updated.

13.0 Making the Appointment

- 13.1 Once an appointment decision has been made, a verbal offer should be made as soon as reasonably practicable. No offer should be made until all interviews have been conducted.
- 13.2 Once the candidate has accepted the offer, a written **conditional offer**. Offers of employment are subject to satisfactory references (if not already obtained), checks of relevant qualifications (if not already obtained) and a Disclosure and Barring Service (DBS) check. All personnel at every level within the establishment will be subject to these checks and checked appropriately.

14.0 Pre-role Checks

- 14.1 It is vital that we safeguard children and adults at risk from harm and only employ those with a right to work in the UK. To identify, deter and reject people who might harm children or adults at risk, all personnel are subject to a vetting process.
- 14.2 Appropriate posts will require a satisfactory vetting check for everyone (both paid and unpaid) who works in regulated activity. In exceptional circumstances, a post-holder may commence the role before DBS clearance is received providing that a safeguarding risk assessment is carried out and that they are supervised with children or adults at risk by another person with the appropriate clearance. This will only be acceptable if all other checks have been completed and



the RLSS HQ Designated Safeguarding Lead has been consulted. A safeguarding risk assessment must not replace the DBS check and clearance should be sought at the earliest opportunity. In addition, those employed in regulated activity must also be checked against the barred list using the Employer Access Online service. References and a right to work in the UK check are also undertaken.

- 14.3.4 All personnel who operate in regulated activity in the course of their volunteer work or will be on site during operating hours for more than 3 days in a 30-day period must complete an enhanced check.
- 14.4 All required personnel (in line with RLSS UK matrices) will as a minimum undertake a Basic Disclosure and Barring Service check.
- 14.5 Where the member of personnel will be left unsupervised with children on more than 3 occasions in a 30- day period or is accompanying an overnight stay then they must also be barred list checked.
- 14.6 Once employed, and all checks have been satisfactorily completed, no further vetting checks are required to be undertaken, unless there is reason to suspect that they have received a conviction or caution. It is a personnel obligation to advise us if they are subject to a police investigation, receive a conviction or a caution. Failure to notify us will result in disciplinary action (see our disciplinary policy and procedure).

15.0 Induction and training

15.1 On induction RLSS UK is committed to;

- Providing a copy of all safeguarding policies and procedures to all new personnel upon appointment. They must sign to say that they have read and understood them.
- Ensuring that all personnel who work or come into contact with children or adults at risk will undergo a clear induction (formal and informal). An [RLSS INDUCTION CHECKLIST AND RLSS UK INDUCTION RECORD FORM](#) is available via this link.
- Clarifying all expectations, roles and responsibilities through a formal exercise for personnel (appraisal/performance evaluation or informal exercise for volunteers consisting of volunteer support meeting, chats and feedback).
- Undertaking a training needs analysis. Training will be given specific to their roles and responsibilities including safeguarding training which will be refreshed every two years.
- Ensuring that where practical the new recruit should be mentored by an experienced person.
- Ensuring that the Designated Safeguarding Lead (DSL) will offer an induction talk that outlines procedures and good practice..



16.0 Monitoring and appraisal

16.1 All personnel who have contact with children and adults at risk will be monitored and their performance appraised on an ongoing basis. All will be given the opportunity to:

- Receive feedback.
- Identify training needs and set new goals.
- Highlight any concerns about poor practice or inappropriate behaviour.

16.2 In the case of volunteers, the above will be recorded by the named supervisor in the [VOLUNTEER SUPPORT MEETINGS/FEEDBACK FORM](#) available to download via this link.

16.3 Line managers, named volunteer supervisors and club management should:

- Be sensitive to any concerns about poor practice and act on them at an early stage.
- Offer appropriate support to those who report concerns/complaints.

Particular care must be taken to monitor casual and agency staff or volunteers, whose less frequent working pattern reduces the opportunities for regular supervision and training and who may be less familiar with policies and procedures. It is the responsibility of line managers, named supervisors and club management to monitor practice.

16.4 All newly appointed personnel will undergo an agreed trial period on commencement of their role. You need to facilitate:

- Direct observation of the activity or service.
- Mentoring and providing feedback on performance and progress.
- Children's and adults' feedback on the activities or services.
- Appropriate supervision where the individual has been allowed to start their role pending the receipt of a criminal record checks.

17.0 Contractors

17.1 Where an external organisation is the employer (both paid, unpaid, self-employed) it is their responsibility to ensure that they or their staff have been appropriately checked. It is the responsibility of RLSS UK's or affiliated organisation to obtain confirmation that the appropriate checks have been carried out in accordance with this policy and keep a copy of the confirmation on file.

17.2 Where measures have been taken to ensure that contractors will not come into contact with children on more than 3 days within a 30-day period and never have unsupervised contact, then no checks are required. All contractors should be made aware of the RLSSUK safeguarding policies and practices and should be signed in and out of any site.

17.3 If a contractor is self-employed then RLSS UK or affiliated organisation will need to complete the appropriate checks as it is not possible for an individual to check themselves.



18.0 Barred list and flagged information

- 18.1 If the barred list check has been completed and the individual is included, they should not be onboarded. 18.2 If an individual is prohibited from 'teaching', they should not be onboarded. If the information they provided on their application form does not match the information returned via the vetting check, this should be discussed with the DSL. Where the individual has intentionally lied on their application form, they should not be on boarded.
- 18.2 For all other explanations, it is for 'employer' to determine whether or not they should be appointed based on the circumstances. A copy of the minutes from any meetings with the individual should be included on their file, along with the rational used to determine whether or not they were appointed.
- 18.3 Where information provided from a vetting check is not clear the following questions should be considered:
- Was the information declared on their application?
 - Was the information discussed prior to submission of the vetting check?
 - How long ago was the caution/conviction?
 - Is the caution/conviction relevant to the position for which the check was carried out?
- 18.4 If the caution/conviction was discussed prior to the return of the completed check then it is assumed that consideration has been given to the circumstances surrounding the caution/conviction and it has been determined that the individual should be considered.
- 18.5 If the caution/conviction was not discussed prior to the return of the completed check then a meeting needs to take place between a member of the interview panel and the individual to discuss why they did not declare it and the circumstances surrounding the caution/conviction.
- 18.6 When considering whether or not to onboard an individual with a caution/conviction, a risk assessment should be completed and advice should be sought from the RLSS UK HQ DSL, and a record of the reasons for appointing/not appointingthe individual included on their file.

19.0 Proof of right to work

19.1 Proof of right to work in the UK needs to be checked for all personel The two documents which should be checked are (copies of the document are not sufficient):

- Passport
- Visa.

20.0 Previously lived and/or worked abroad

- 20.1 If an individual has lived/worked abroad in the last 5 years, then additional checks will need to be undertaken.
- 20.2 The Home Office provides a country-by-country guide for the application processes for foreign national criminality information. The appropriate check listed in that guide should be conducted.



20.3 The same consideration should be given to any cautions/convictions identified by this check as those identified on an enhanced Disclosure and Barring Service check.

22.0 Single Central Register

22.1 RLSS UK hold a single central register which will contain a list of all personnel, the checks carried out, date they were carried out, and who by.

22.2 The Single Central Register should list which category the individual was checked under (e.g. coach, volunteer, etc.) and should only contain details for current volunteers, employees and contractors.

22.2 Any check carried out by affiliated clubs should be recorded with the Safeguarding Case Officer and kept on the central register.

23.0 Procedural implementation and review:

23.1 These procedures were implemented on 1st May 2023 and will be reviewed on an annual basis or in response to changes in safeguarding legislation and/or best practice.