

Safer Recruitment Policy

Version	Author	Date of review	Review points	Endorsed by Motorsport UK board signature and date
V 0.1	Head of Safeguarding Linda Medicott	04/05/2020		29/07/2020

MOTORSPORT UK ASSOCIATION LIMITED

Trading as Motorsport UK

Registered in England and Wales

Company Number 01344859

Registered Office

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CONTENTS

	Scope	3
	Introduction	3
	Step 1 - Planning and advertising	3
	Step 2 - Application Process	3
	Step 3 - References	3
	Step 4 - Interviewing	3
	Step 5 - Checks completed once an appointment has been made	4
	Step 6 - Induction of new staff /volunteers	4
	Government Legislation and Guidance	5

Scope

This policy has been approved by Motorsport UK Board of Directors and is applicable to all Motorsport UK staff and volunteers. This policy will be reviewed annually or in line with government legislation changes.

Motorsport UK is committed to recruiting high quality staff and volunteers responsibly and in accordance with Government legislation/guidance.

Motorsport UK is an equal opportunities employer. We are committed to equal opportunity within our own organisation and will endeavour to encourage similar commitment from others within the sport. Equality at Motorsport UK means that in none of our activities will we discriminate against any person on the grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability and this includes:

Step 1 - Planning and advertising

1. The key responsibilities for the role are agreed, together with the skills and experience which the perspective employee / volunteer will need to have to fulfil the role
2. All job/role descriptions include reference to individual safeguarding responsibilities
3. All adverts for roles within the organisation will include a safeguarding statement

Step 2 - Application Process

- Prospective candidates are required to complete an application form and submit a Curriculum Vitae
- Completed applications are scrutinised by a panel. A check is made to ensure that the application form has been completed in full (including sections on criminal records and self-disclosures), ensuring any gaps in employment or frequent changes in employment are accounted for
- At least one member of the panel has completed additional training about safer recruitment

Step 3 – References

- Two written references are sought from short-listed candidates, or at the time of a job being offered. An offer of employment must include a statement that the offer is reliant on Motorsport UK receiving two written satisfactory references
- These should not be from relatives of the candidate

- One reference is requested from the candidate's current or latest place of work, if applicable and if possible, where relevant, one that demonstrates their involvement with sport involving children and young people

Step 4 - Interviewing

- Interviews take place face-to-face
- At least one safeguarding question is asked, to consider the candidate's attitude towards safeguarding and promoting the welfare of children and adults at risk
- Short-listed candidates who attend an interview are required to provide proof of identification
- Two members of staff will be present during interview to provide a balanced perspective
- Final decisions will be made by the line manager and senior management

Step 5 – Checks completed once an appointment has been made

- The successful candidate will be offered the job/role subject to a DBS check being satisfactory, where applicable. This is made clear in the letter sent to the successful candidate
- An enhanced DBS check is completed for all relevant new staff / volunteers. Should a DBS check reveal information about previous convictions, this information will be considered by Motorsport UK's Head of Safeguarding and General Secretary and decisions will be made in accordance with legislation and in the best interests of children and young people. Unless they have been barred from working with children or vulnerable adults, ex-offenders should not necessarily be excluded from working for Motorsport UK
- The following questions will be considered: What is the nature of the role? Is the disclosed offence relevant to the role? What is the nature of the offence, and how serious is it? How old was the applicant at the time they offended? Is it a spent conviction and if not, then how long has it been since the offence occurred and was the offence revealed at the application stage?
- For adults who will be working in Regulated Activity (unsupervised) a check against the barred list for 1) child and 2) adults at risk will also be completed. It is an offence for someone who has been barred from working with children / vulnerable adults to work in Regulated Activity with children/vulnerable adults
- Motorsport UK aims to prevent people with a history of relevant and significant offending from having contact with children, young people and adults at risk. Information about recruitment, including disclosure numbers and identity checks are held centrally by HR in a single central record

Step 6 – Induction of new staff / volunteers

Following the appointment of a new member of staff or a volunteer, a safeguarding and child protection induction is provided. This includes provision of:

- Safeguarding and child protection training, which includes the procedures to follow if concerned about a child, young person or vulnerable adult
- Motorsport UK's Safeguarding and Child Protection policy and procedures and related documents
- Information about key safeguarding personnel within Motorsport UK and contact details
- Staff and volunteers are asked to sign a self-declaration form annually. They will also be required to confirm they have access to and have read Motorsport UK's core safeguarding policies and procedures

Government Legislation and Guidance

Rehabilitation of Offenders Act 1974

Working Together to Safeguarding Children 2018

Keeping Children Safe in Education 2020

General Data Protection Regulations 2018

Equality Act 2010

Counter Terrorism and Security Act 2015

Protection of Freedoms Act 2012

Modern Slavery Act 2015

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>