



HEATON PARK GOLF CLUB

SAFER RECRUITMENT POLICY

1. Introduction

Heaton Park Golf Club is committed to creating and maintaining a safe, positive and inclusive environment for all children, young people and adults at risk. Safer recruitment is a key part of our safeguarding responsibilities and helps prevent unsuitable individuals from gaining access to these groups.

We recognise that safeguarding is everyone's responsibility. Recruitment decisions will be made on the basis of suitability, competence and safeguarding considerations, with the welfare of children and adults at risk being paramount.

2. Scope

This policy applies to anyone recruited, appointed, elected or engaged in a role on behalf of the organisation where they may have contact with children, young people or adults at risk including:

- Paid staff
- Volunteers
- Committee members
- Any roles involving contact with children or adults at risk

This policy should be read alongside the club Safeguarding Policy and Codes of Conduct.

3. Safer Recruitment Principles

- Safeguarding considerations are included at every stage of recruitment
- Recruitment is proportionate to the nature of the role
- Processes are fair, transparent and non-discriminatory
- The welfare of children and adults at risk is prioritized



4. Roles and Responsibilities

Role

Responsibility

Club Committee

Approve and review the policy and ensure safer recruitment arrangements are in place.

Club Safeguarding and Welfare Officer

Provide safeguarding advice during recruitment and manage concerns.

Club committee

Ensure the recruitment process is followed and decisions are recorded.

5. Recruitment Process

5.1 Role Risk Assessment

Prior to recruitment the organisation will assess:

- Whether the role constitutes regulated activity.
- Appropriate safeguarding requirements.
- DBS eligibility.
- Training requirements.
- Necessary supervision arrangements.

5.2 Role Descriptions and Advertising

All roles will have a clear role description including safeguarding responsibilities. Recruitment advertisements will include a safeguarding statement.

Example safeguarding statement:

Heaton Park Golf Club is committed to safeguarding children and adults at risk. All appointments are subject to appropriate safeguarding checks."



5.3 Applications and Shortlisting

- Applicants must complete an application form
- Full employment and volunteering history must be provided
- Gaps in history must be explained
- Applicant must inform England Golf if they have any relevant unspent conviction relating to sexual offences, violent offences, or conduct presenting a safeguarding risk to children or adults at risk, by contacting safeguarding@englandgolf.org.
- Shortlisting decisions must be recorded

5.4 Interviews

Interviews should be conducted by at least two people and include safeguarding questions relevant to the role.

Example safeguarding questions:

1. What does safeguarding mean in a golf club context?
2. How would you respond to a safeguarding concern?

5.5 Safeguarding Concerns During Recruitment

Where information obtained during recruitment raises safeguarding concerns:

- Appointment may be paused.
- Further enquiries may be undertaken.
- Advice may be sought from England Golf.
- The organisation reserves the right not to proceed with an appointment.

5.6 Pre-Appointment Checks

- Minimum of 2 references obtained and verified
- At least one recent reference where possible
- References should be obtained before appointment
- Concerns must be explored before confirming appointment
- DBS checks will be completed where legally eligible including Barred List checks where appropriate
- Individuals must not commence regulated activity until satisfactory checks are completed (unless a risk assessed exception applies)
- Adverse content will be risked assessed
- Right to work and qualifications verified where required



6. Induction and Training

All new staff and volunteers must complete a safeguarding induction before starting their role and must maintain this training in accordance with England Golf requirements.

7. Ongoing Suitability and Record Keeping

The club will monitor ongoing suitability through supervision, training and review.

The organisation will maintain records of:

- Applications.
- Interview notes.
- References.
- DBS outcomes.
- Risk assessments.
- Recruitment decisions.

The organisation will comply with data protection principles and applicable policies in the collection and retention of this data.

8. Policy Review

This policy will be reviewed every three years or following changes in legislation, guidance or club structure.

9. Safer Recruitment Checklist

- ☐ Role description completed
- ☐ Role risk assessment completed
- ☐ Advertisement includes safeguarding statement
- ☐ Application form received
- ☐ Employment/volunteering gaps explored
- ☐ Interview completed
- ☐ References obtained



- ☐ DBS completed (where applicable)
- ☐ Safeguarding concerns assessed
- ☐ Induction completed
- ☐ Training completed

Document Version Control

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