



## Safe Recruitment Policy

The Excellent Performance Team will work with our Awarding organisations recommendations for safer staff recruitment

Currently we work with the following awarding organisations:

Swim England  
STA  
Qualsafe  
RLSS

As part of the recruitment process, if we feel there is a need to recruit we will initially look at people we already know within the industry that have the following;

- Are suitably qualified, licensed and have fulfilled the awarding bodies requirements, including having evidence of DBS checks, insurance and the required CPD, standardisation as per each individual awarding body requirement.

In addition we would like to see the following qualities of all our team

- Be Knowledgeable and proactive in their own CPD
- Be honest
- Be responsible for their own actions and those of the participants in their care
- Be enthusiastic
- Be approachable and caring
- Be authentic

### Procedure for recruitment

1. Key contact approaches or is approached by potential educator
2. Key contact has interview / discussion to check suitability to the centre / educator.

At this stage depending on decision this may include an induction

Safe Recruitment Policy  
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3. Key contact takes copies of insurance, licence, DBS and qualification to be secured in secure password protected folder
4. Key contact identifies any training needed, this may include onsite training, however the training will not always be provided by the centre depending on the nature of this, as all educators are self-employed and work on a course by course basis.  
  
Discussion of support to be given to educator based on needs
5. Key contact discusses any conflict of interest and makes clear that any potential conflict of interest is declared as and when
6. Educator delivers first course/CPD subject to full portfolio IQA process and monitoring.