



Stevenage Sports Acrobatics Club

Safe Recruitment Policy

SSAC recognise that its' coaches and volunteers are committed, dedicated people who work within the club for commendable reasons. However, all reasonable steps must be taken to ensure that unsuitable people, or people with an inappropriate motivation, are prevented from working with children. The following procedures will be adopted when appointing a coach, helper or volunteer.

Recruitment – Club Information

All officials and volunteers will be given the following information about the club:

- Aims of SSAC
- Responsibilities of the role being offered/taken on including a job description and person specification
- Experience or qualifications required to undertake the role
- Emphasis on the club's open and positive approach to child protection

In addition, confirmation that use of criminal record disclosures will be used as part of the club's Child Protection Policy.

- No coach will communicate directly with a gymnast under the age of 18 by any of the following means: text, email or social media. All communication with gymnasts shall be through parents or via the clubs official facebook page or website.

Recruitment - Required Information

All volunteers, helpers and coaches should provide to the club, the following information:

- Name, address and telephone number.
- National Insurance Number – to confirm their identity
- Contact details of at least 2 referees, one of which should be someone qualified to comment on the individual's experience and suitability to work with children and young people.
- For coaches and helpers – provide qualifications and validated relevant experience.

All volunteers, coaches and helpers should sign an agreement to abide by all of the Club's Policies - failure to adhere to the relevant codes of ethics and conduct may result in disciplinary action and possible dismissal or exclusion from SSAC.

They will also be required to complete a self-declaration of convictions form and consent, where applicable, to carry out an enhanced level criminal records disclosure through British Gymnastics. SSAC will require enhanced level criminal disclosures for all coaches and Club Helpers.

Appointing Coaches, Helpers and Volunteers

The Head Coach is responsible for the appointment of Coaches and volunteers and for ensuring that such appointees follow the policy guidelines as set down by the Committee.

All SSAC Club Coaches and Helpers should undergo a probationary period and this should be stated in writing to the person concerned. New Coaches and Helpers should be informed that their appointment is subject to a satisfactory criminal records disclosure.

A senior member will always be present for probationary appointees.

The Head Coach will induct new Coaches and Helpers by:

- Explaining the club's Child Protection procedures and other club policies.
- Obtain their formal signature to the code of ethics and conduct.
- Clarify the responsibilities and expectations of the role.



- Assess the training needs, including attendance at a Child Protection awareness course.

Monitoring & Feedback

Appraisals should be conducted for all Club Coaches and Helpers following a probationary period and thereafter at least at yearly intervals. The appraisals will be through an informal mentoring process unless a formal appraisal is requested.

Complaints Procedure

SSAC have a procedure in place to deal with complaints. Parents and all members will be made aware of the procedure for raising a complaint or concern.