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HQ: The Brigg Martial Arts Centre
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Safer Recruitment Policy

June 2025

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Review Date: 17 June 2025

Next Review Date: 17 June 2026



BRIGG - BARTON - NEW HOLLAND - WINTERTON

#WeAreKRMA



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This policy is aligned with Working Together to Safeguard Children 2023, Keeping Children Safe in Education 2024, and DBS Code of Practice.

At **KRMA** we are vigilant in our recruitment procedures aiming to ensure all people working with adults and children are suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

Legal requirements

- We follow any requirements or guidance given by the Disclosure and Barring Service (DBS) in relation to carrying out checks; and abide by the employer's responsibilities relating to informing the DBS of any changes to the suitability of their staff, whether this member of staff has left the dojo or is still under investigation. Please refer to the child protection/safeguarding policy for further information.

Advertising

- We use a variety of methods to advertise for any vacancies
- We ensure that all recruitment literature includes an enhanced DBS check and at least two independent references for every new employee. We also include the requirement for an additional criminal records check (or checks if more than one country) for anyone who has lived or worked abroad.
- All job advertisements will contain a clear safeguarding statement emphasising KRMA's commitment to child protection and safer recruitment.

Interview stage

- We shortlist all suitable candidates against a pre-set specification
- All shortlisted candidates will receive a job description, a person specification, and a request for identification prior to the interview
- The chief instructor will decide the most appropriate people for the interview panel.



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- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photocard driving licence. All candidates will be required to prove they are eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history.
- All observed practical exercises will be supervised, risk assessed, and conducted with appropriate safeguarding oversight.
- All candidates reaching the interview stage are questioned using the same set criteria and questions.
- Every shortlisted candidate (for instructor purposes) will be asked to take part in a supervised practical exercise which will involve spending time in a particular age group interacting with the children, adults and staff

Starting work

- The successful candidate will be offered the position subject to at least two references from previous employment or, in the case of a newly qualified student, their tutor and a personal or professional reference. This may be verbal initially followed by a written reference.
- The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked and copies taken for their personnel files where applicable.
- Prior to employment but after the job has been offered a health check questionnaire will be given to the employee and its results will be taken into account in making an overall decision about suitability. KRMA reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role.
- All new starters, other than those who have registered for the continuous updating service (see below), will be subject to an enhanced Disclosure and Barring Service (DBS) check. This will be initiated before the member of staff commences work in KRMA and they will not have unsupervised access to any children before this check comes back clear. Further to this, the new starter will not be allowed to take photographs of any child, look at their personal



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information without an up-to-date enhanced DBS check (whether supervised or not)

- An additional criminal records check (or checks if more than one country) should also be made for anyone who has lived or worked abroad
- KRMA will record and retain details about the individual including staff qualifications, identity checks carried out and the vetting process completed. This will include the disclosure and barring service reference number, the date the disclosure was obtained and details of who obtained it. KRMA will not retain copies of the disclosure itself once the employment decision is taken
- There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at the chief instructor's discretion taking into account the following:
 - seriousness of the offence or other information
 - accuracy of the person's self-disclosure on the application form
 - nature of the appointment including levels of supervision
 - age of the individual at the time of the offence or other information
 - the length of time that has elapsed since the offence or other information
 - relevance of the offence or information to working or being in regular contact with children.
- If the individual has registered on the DBS system since 17 July 2013, managers may use the update service with the candidate's permission instead of carrying out an enhanced DBS check
- New starters are required to sign (either application form, contract or separate form) to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so
- All new members of staff will undergo an intensive induction period during which time they will read and discuss the KRMA policies and



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procedures and be assigned a 'mentor/ buddy' who will introduce them to the way in which the dojo operates

- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding Policy and procedure, emergency evacuation procedures, equality policy and health and safety issues .

Ongoing support and checks

- All staff are responsible for notifying the manager in person if any there are any changes to their circumstances that may affect their suitability to work with children (staff suitability status will also be checked through an annual 'Self Declaration Form'). This includes any incidents occurring outside KRMA. Staff will face disciplinary action should they fail to notify the manager **immediately**
- The chief instructor will review any significant changes to an individual's circumstances that may suggest they are no longer suitable to work with children and take appropriate action to ensure any unsuitable or potentially unsuitable employee does not have unsupervised contact with children until the matter is resolved.
- Every member of staff will have two meetings a year with the chief instructor: a formal appraisal and a more informal review. This will provide an opportunity for the manager and member of staff to discuss training needs for the following six months as well as evaluate and discuss their performance in the previous six months
- The chief instructor will be responsible for any support the staff team may have between these reviews. This includes mentor support, one-to-one training sessions, ongoing supervision, work-based observations and constructive feedback
- KRMA will provide appropriate opportunities for all staff to undertake professional development and training to help improve the quality of experiences provided for children.