



Swim England Safe Recruitment Policy

The Swim England Safe Recruitment Policy applies to both voluntary and paid staff. It states that all staff and volunteers for any Swim England organisation should go through an appropriate vetting process prior to their appointment in order to establish their suitability to work with children.

Guidelines on the recruitment and selection of paid staff and volunteers working with children These best practice guidelines were developed by the Football Association. We have amended these guidelines so that they relate to Swim England to provide organisations with guidance and advice on the recruitment of volunteers and paid staff.

In the recruitment of paid staff and volunteers, the wellbeing of all children should be paramount. Swim England is committed to providing a safe environment for children in our organisations and the requirements of the recruitment process outlined below will assist organisations to ensure best practice is implemented to protect children whenever a volunteer is appointed.

Whilst Swim England acknowledges that the vast majority of people applying to work with children in our organisations are doing so with the best of intentions, our experience has shown that those less suitable will also apply and it is only through sound recruitment practice that they can be screened out.

This guidance is aimed at assisting those who are recruiting individuals who would work with children but can be used for all recruitment purposes, including individuals who would work with adults who are deemed vulnerable.

Role profile

The relevant person(s) in the organisation should draw up a “role profile” or job description in order to identify the main responsibilities of the job that is being recruited for. They will need to clearly identify the skills and experience required to fulfil the role and draw up a person specification.

A recruitment process must also be developed by each organisation to ensure every applicant is treated in a fair and consistent manner.

Application form

Each organisation should develop and use an application form to collect the information required for the post in question. The form should be developed by more than one individual and should include verification of the applicant's identity.

Approved by	
Date	