



# SAFER RECRUITMENT POLICY AND PROCEDURE

Version: 0.1

Date of Issue: [ 8<sup>th</sup> December 2023]

## **Introduction**

The purpose of this policy and procedure is to assist and encourage safe recruitment practices within BJA.

## **Scope**

This procedure applies to all BJA Recruitment to ensure that suitable people are in positions of trust within the organization.

## **Supporting Principles**

The BJA supports good practice in regard to recruiting the most suitable people in our overall business.

Safer recruitment is a set of practices to help make sure your staff and volunteers are suitable to work with children and young people. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm.

Safer recruitment should be a continuing process of improvement for every school, club, business or organisation whose work or services involve contact with children.

[Safer recruitment | NSPCC Learning](#)

## **Procedure**

Our safer recruitment process is outlined with our Safelanding Policy [SafeLandings - British Judo](#). Including our Recruitment of Ex-Offenders.

In Addition, we have a robust process for the application, assessment and revalidation of DBS checks (or nation equivalent) for posts, both employed and wider workforce (Club Welfare Officers, Coaches etc.). With a risk assessment process for screening DBS with content.

## **Data Protection**

All information collected for the purposes of assessing staff suitability will be conducted in line with the Association's data protection policy and procedures. For further information on how your information is collected, processed and stored and your information rights please see the privacy notice for staff available at [insert location]

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