

West Midlands Sport Welfare Network

Safer Recruitment: Deter, Reject, Prevent, Detect

The Deter, Reject, Prevent, Detect is a helpful and simple framework that can help guide you through doing recruitment more safely. This is not everything to do with safer recruitment, but it is a starting point to keep your people, clubs, and groups as safe as possible.

Deter

Making sure that people with bad intentions know your group is secure, responsible, and not a soft target, putting them off applying to work with you.

- Include your welfare statement in role descriptions
- Talk about your safeguarding processes when sharing onboarding steps
- Celebrate your work identifying red flags and highlighting good practise
- Work publicly and positively with key partners in your area, such as other clubs, your LADO, and your Sports Welfare Officer

Reject

Identifying problem people in your recruitment process, and rejecting them, or reassigning them to other roles, so they can never pose a risk of harm.

- Utilise DBS procedures and opportunities
- Involve your welfare officer with your recruitment and onboarding process
- Consider a practical activity as part of your onboarding to assess how good someone is with your participants
- Have a pragmatic approach to working with people who have experience of the criminal justice system

CPSU Safer Recruitment for Children
Ann Craft Trust Safer Recruitment Process

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Prevent

Create a culture and way of working that prioritising wellbeing, welfare, happiness, and safety, that reduces opportunities for abuse, and enables participants to raise concerns.

- Ensure your participants are confident and capable of advocating for themselves
- Have and regularly check your policy, guidance document, and procedure
- Weave your behaviours and values (or code of conduct) into your delivery, and embody them across the group
- Make sure everyone is given equal opportunity to be active and safe in your group

Detect

Making sure that everyone involved in your work can identify and address poor practice, and signs of abuse, as soon as possible, and do something about it.

- Ensure all of your people know the red and green flags, and have access to resources, training, and support
- Have moments, times, and spaces where participants can talk to coaches and club welfare officers about any concerns
- Make sure you are spotting and responding to low level concerns and near misses
- Don't let prestige or time in role affect how the group responds to reports

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Safer Recruitment Resources

Ensuring safer recruitment helps create safe environments for children, young people, and vulnerable adults. This guide signposts key information, guidance, and training to support best practice in recruiting staff and volunteers in sport and physical activity settings.

Key Principles of Safer Recruitment

- Planning roles carefully to include safeguarding responsibilities
- Advertising roles clearly, including safeguarding expectations
- Checking identity and qualifications
- Conducting robust interviews
- Using DBS checks appropriately
- Seeking references
- Induction and ongoing safeguarding training

(Remember: Safer Recruitment isn't just about criminal checks, it must be a more holistic process)

Essential Guidance & Toolkits

NSPCC - CPSU	Sport-specific guidance on the full safer recruitment process.	https://thecpsu.org.uk/resource-library/2020/safer-recruitment-guidance/
Sport England	Free tools and templates for grassroots clubs, including role descriptions and recruitment support.	https://thecpsu.org.uk/resource-library/2020/safer-recruitment-guidance/
Ann Craft Trust	Safeguarding adults in sport; includes training and safer recruitment guidance for working with vulnerable adults.	https://thecpsu.org.uk/resource-library/2020/safer-recruitment-guidance/
UK Coaching - Safeguarding Hub	Includes online training and resources for recruitment and safeguarding.	https://thecpsu.org.uk/resource-library/2020/safer-recruitment-guidance/
DBS Check Guidance (Gov.uk)	Official government guidance on DBS checks, including eligibility and application process.	https://thecpsu.org.uk/resource-library/2020/safer-recruitment-guidance/
NSPCC - CPSU	Job description templates, interview question examples, and reference check forms.	https://thecpsu.org.uk/resource-library/2020/safer-recruitment-guidance/

Local Support Contacts

[Insert Active Partnership details]
– Sport Welfare Officer
[Insert Name/Email]

Local Authority Designated Officer (LADO)

[Insert Contact Details]

Active Partnership Safeguarding Team [Insert Name / Contact]

Local Authority MASH/Children's/Adults Social

Care/SPOA/SPA/Front Door etc [Insert Contact Details or link to referral form]

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FACTS

Lower Level Concerns

Lower-level concerns are not serious and can be ignored

Lower-level concerns can be the first sign of a pattern of inappropriate behaviour. Ignoring them can lead to escalation and further harm. They should be addressed and recorded

Only serious allegations require reporting

Lower-level concerns are part of a spectrum of behaviour that can indicate potential problems. Ignoring these can prevent earlier intervention and support.

Reporting lower-level concerns will damage relationships

Reporting lower-level concerns can be a way to protect everyone involved. It allows for open communication and helps address potential issues before they escalate.

If the concern happened outside of work, it's not relevant

Conduct outside of work can be relevant if it raises concerns about an individual's suitability to work with others, particularly vulnerable individuals.

Only experienced staff should deal with lower-level concerns

All staff should be trained on how to recognize, report, and respond to lower-level concerns. Safeguarding is everyone's responsibility.

Recording lower-level concerns is a waste of time

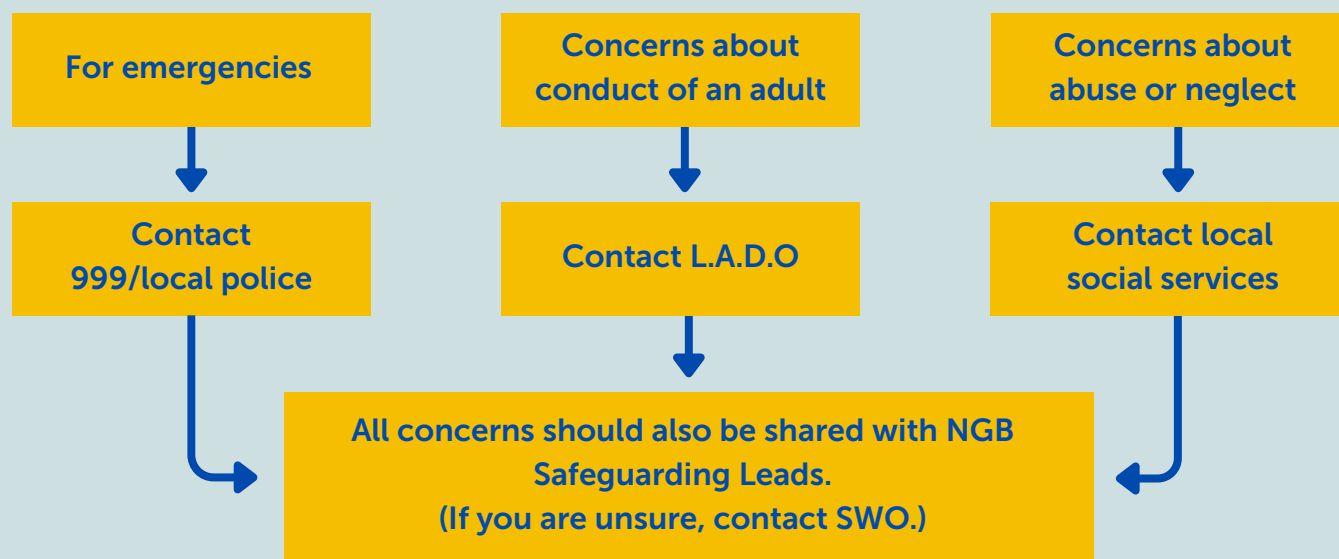
Accurate and timely recording is essential for tracking patterns, identifying potential risks, and providing a clear history of events..

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Making Reports

As a Club Welfare Officer, you play a vital role in promoting the safety and well-being of all participants in your club. It is essential that any concerns about the safety or welfare of a child, young person, or vulnerable adult are taken seriously and acted upon without delay.

What to do if you believe someone is at risk



Do not attempt to investigate the matter yourself or wait until you have all the information. Your role is to report the concern, not to manage the case unless instructed by the NGB to do so.

If you are unsure about how to proceed or need further guidance, you can contact your Local Sport Welfare Officer (SWO), who can provide advice and signpost you to the appropriate authority.

Details of your Local Sport Welfare Officer (SWO):

Moira Willerton - 07800 619681
moirawillerton@togetheractive.org

Don't delay. Don't investigate. Report your concerns promptly.

Any extra partners, further reading here