



Dronfield Gymnastics Academy

Safe Recruitment Policy

DRONFIELD GYMNASTICS ACADEMY

SAFE RECRUITMENT POLICY

For gymnasts, parents/carers, coaches, staff and volunteers

Version	1.0
Effective date	October 2026
Review date	October 2027, or earlier if guidance changes
Policy owner	DGA Management / Club Welfare Officer

1. Policy statement and purpose

Dronfield Gymnastics Academy (DGA) is committed to safeguarding children, young people and adults at risk through fair, consistent and robust recruitment. The welfare of gymnasts takes priority over staffing convenience. Recruitment decisions must assess both technical competence and suitability to work in a position of trust.

This policy is informed by British Gymnastics Safe Recruitment guidance, Safeguarding Policy and Procedures, DBS policies and current Safeguarding Regulations, alongside applicable UK legislation and statutory guidance. Where requirements change, the current law and British Gymnastics rules take precedence.

2. Scope and responsibilities

This policy applies to employees, self-employed coaches, casual workers, volunteers, trainee/assistant coaches, welfare officers, contractors and any other individuals engaged by DGA whose duties may bring them into contact with gymnasts. Recruitment checks must be proportionate to the role and legally eligible.

DGA management is accountable for applying the process and maintaining confidential records. The recruiting manager coordinates selection and checks; the Club Welfare Officer advises on safeguarding concerns and

conflicts of interest. No person may approve their own recruitment checks. Any conflict of interest must be declared and managed.

3. Planning and advertising

Before advertising, DGA will produce a written role description and person specification stating duties, qualifications, supervision, expected conduct, safeguarding responsibilities, working arrangements and the appropriate criminal-record-check eligibility. Advertisements will state DGA's commitment to safeguarding, that appropriate vetting and references are required, and that appointments are subject to satisfactory checks.

Applicants will be treated fairly under equality law. DGA will make reasonable adjustments for disabled applicants and will not unlawfully discriminate.

4. Application and shortlisting

Applicants must provide a consistent application or CV and supporting information, including relevant employment/volunteering history, qualifications, experience, and explanations for significant gaps. DGA will obtain a declaration of relevant safeguarding concerns or restrictions where lawful and appropriate.

Shortlisting will use role-related criteria and be documented. Any gaps, inconsistencies, frequent role changes or safeguarding concerns will be explored without making unsupported assumptions.

5. Interview and practical assessment

At least two suitable people should normally participate in selection, with safeguarding competence represented. Interviews will include consistent questions on safeguarding, boundaries, reporting concerns, responding to disclosures, safe coaching, physical contact and professional conduct. Responses and decisions will be recorded.

A practical coaching observation may be used to assess communication, technical competence, appropriate supervision and safe practice. Candidates must not be left alone with children or carry out regulated activity before all required checks and authorisations are complete.

6. References and employment history

DGA will seek at least two satisfactory references where reasonably possible, including the current or most recent employer or organisation where the applicant worked with children. References should be requested directly from referees using verified contact details, not solely through applicant-provided letters.

Referees should be asked about role, dates, suitability to work with children, conduct, any substantiated safeguarding concerns and reasons for leaving, insofar as lawful and appropriate. Any ambiguity or discrepancy will be followed up and documented. An offer will remain conditional until references have been reviewed.

7. Identity, right to work and qualification checks

DGA will verify identity and, for employees where required, right to work in the UK before employment starts. Original qualifications, coaching awards, current membership/registration status, first aid and safeguarding certificates will be verified with issuing bodies or official records as appropriate.

Coaches must hold qualifications appropriate to the gymnastics discipline, skills and level they teach and comply with British Gymnastics registration, supervision and operating requirements. Overseas experience or checks will be assessed individually; additional overseas police certificates may be requested where appropriate and lawful.

8. Criminal records and barred-list checks

DGA will assess the duties of each role against current DBS eligibility rules and British Gymnastics requirements. An Enhanced DBS check, with a Children's Barred List check where legally permitted and required, must be completed before an individual undertakes relevant gymnastics activity. Barred-list information must never be requested for an ineligible role.

From 1 September 2026, the previous supervision exemption for many child-facing teaching, training and coaching roles has been removed. DGA will assess assistant and supervised coaching roles under the updated regulated-activity rules rather than assuming supervision removes barred-list eligibility.

British Gymnastics states that eligible members in regulated activity require an enhanced criminal-record check before gymnastics activity and checks must be renewed every three years. DGA will also verify any current British Gymnastics membership and DBS status requirements. A DBS certificate alone does not establish suitability; all other recruitment checks remain essential.

Where a certificate contains information, an authorised decision-maker will undertake and record an individual, proportionate risk assessment, considering relevance, seriousness, age, pattern and safeguarding implications, with specialist advice as needed. DGA will comply with the DBS Code of Practice and data protection requirements.

9. Conditional offers and start of work

Offers will be made in writing and expressly conditional on satisfactory identity, eligibility, references, qualifications, membership, training and criminal-record checks as applicable. DGA will issue the role description, contract or volunteer agreement, codes of conduct and safeguarding expectations.

No applicant will independently coach, supervise or have unsupervised access to children until the required checks are complete and DGA has formally authorised the start. Any exceptional supervised observation must be risk-assessed, lawful, non-regulated where applicable and approved by management and the Welfare Officer.

10. Induction, probation and supervision

All appointees will complete an induction covering DGA safeguarding and reporting routes, welfare contacts, behaviour and social media standards, safe coaching, spotting and physical contact, emergency procedures, health and safety, attendance and collection procedures, confidentiality and whistleblowing.

DGA will provide appropriate mentoring, observation and probation/review arrangements. Managers will address concerns promptly and record agreed actions. Safeguarding training and other qualifications will be refreshed within required timescales; compliance will be reviewed at least annually.

11. Young volunteers and work experience

Young assistants and volunteers under 18 will have age-appropriate duties, training and supervision. They will not be used as a substitute for a suitably qualified adult coach or assigned responsibilities beyond their competence. DGA will obtain parental/carer consent where appropriate and assess safeguarding for the young person as well as for gymnasts. DBS eligibility and age rules will be checked before requesting any check.

12. Contractors, agencies and visiting coaches

DGA will obtain written confirmation of relevant checks, qualifications, safeguarding training and suitability for agency or external personnel, and verify these where appropriate. The club retains responsibility for safe deployment, induction, supervision and reporting arrangements at its venue. Visiting coaches must follow DGA and British Gymnastics standards.

13. Concerns, allegations and referrals

Any safeguarding concern arising during recruitment or employment must be reported promptly to the Club Welfare Officer and handled under DGA safeguarding procedures and current British Gymnastics Safeguarding Regulations. Where a concern involves the Welfare Officer, it must be escalated to another appropriate senior person or British Gymnastics. Immediate danger or suspected crime must be referred to emergency services or police as appropriate.

DGA will consult the local authority designated officer (LADO) where the threshold for allegations against adults working with children may be met, and will make referrals to the DBS where the legal duty applies. Resignation or termination does not remove a statutory referral duty. Confidentiality, fairness and accurate recordkeeping will be maintained.

14. Records, confidentiality and retention

DGA will maintain a restricted-access recruitment checklist and decision record showing dates and outcomes of identity, references, qualifications, membership, safeguarding training, right-to-work and DBS checks as applicable. Criminal-record information will not be copied or retained beyond what law and the DBS Code of Practice permit.

Personal information will be processed under UK GDPR and the Data Protection Act 2018, retained only as long as justified by a documented retention schedule, and securely destroyed when no longer needed. Applicants will be informed how their data is used.

15. Monitoring and review

Management and the Club Welfare Officer will audit recruitment files and compliance periodically, review this policy at least annually and update it sooner following a safeguarding incident, legislative change or revised British Gymnastics requirements. Non-compliance must be escalated and remedied before deployment.

Appendix A – Recruitment completion checklist

- Role description, person specification and DBS eligibility assessment approved
- Application and employment/volunteering history reviewed; gaps explored
- Structured interview and safeguarding questions recorded
- Practical assessment completed where relevant
- Two references requested, verified and assessed; discrepancies resolved
- Identity and right-to-work checks completed where applicable
- Qualifications, membership/registration and required training verified
- Correct DBS/barred-list check completed and assessed where eligible
- Conditional offer, agreement and code of conduct issued
- Induction, supervision/probation plan and authorisation to start recorded

Appendix B – Key reference sources

- British Gymnastics – Policies and Procedures (including Safeguarding Children: Safe Recruitment; DBS Legislation Guidance, effective 1 September 2026): <https://www.british-gymnastics.org/safe-and-fair-sport/policies-procedures>
- British Gymnastics – Safeguarding and club checklist: <https://www.british-gymnastics.org/safesport/safeguarding>
- British Gymnastics – Safeguarding and Disciplinary Regulations effective 5 October 2026: <https://www.british-gymnastics.org/articles/introduction-of-new-safeguarding-and-disciplinary-regulations>

- GOV.UK — Regulated activity with children (updated September 2026): <https://www.gov.uk/government/publications/dbs-guidance-leaflets/regulated-activity-with-children>
- GOV.UK — Out-of-school settings safeguarding guidance: <https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

Approval: Clare Hague Position: Head Coach Date: 10th October 2026