

Crawley Swimming Club: Recruitment and Retention Policy



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Compliance Framework: Wavepower 2025 (Version 2.1) & Swim England Safe Recruitment Guidance

1. Purpose and Scope

Crawley Swimming Club (CSC) is committed to safeguarding and promoting the welfare of all athletes, coaches, and volunteers. This policy ensures a safe, fair, and consistent recruitment and retention process for all individuals working or volunteering within the club.

This policy applies to all paid employees, independent contractors, Trustees, Executive Officers, and club volunteers.

2. Safe Recruitment Principles & DBS Mandates

No individual will be permitted unsupervised access to children (under 18) or vulnerable adults until all safe recruitment checks are completed and verified by the club.

Regulated Activity & Enhanced DBS

In strict compliance with Wavepower 2025, any individual operating in a "regulated activity" role (including Coaches, Teachers, Team Managers, Chaperones, and Welfare Officers) must hold:

1. A valid **Enhanced DBS check with a Children's Barred List check**, which must be renewed every **3 years** (unless registered with the DBS Update Service).
2. Verified identity documentation matching statutory requirements.
3. Adult swimmers lane-sharing for their own training do not require a DBS check unless they act in one of the official roles above.

3. The Recruitment Process

Step 1: Advertising and Role Definitions

All roles will be advertised through our communication channels. The advertisements will provide clear descriptions of the responsibilities of the role and the skills and behaviours expected. Where required there may be entry level qualifications required for some roles.

Step 2: Application & Panel Interview

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Candidates must complete a standard application form (digital or hard copy). Interviews must be conducted by a mandatory **two-person panel** consisting of Executive Committee members or designated Trustees. The interview must explicitly explore the candidate's technical competence and vetting/safeguarding awareness.

- **Coaching/Teaching Positions:** Candidates must undergo a practical poolside session assessment monitored by the Head Coach or a designated Trustee.

Step 3: References & Safe Vetting

A minimum of **two independent, non-related references** must be obtained in writing and verified by phone or email before an offer is finalised. Qualifications and Swim England memberships will be cross-checked directly against the national database.

Step 4: Written Offer & Induction

A formal offer will be issued in writing by the Executive Committee. Before commencing independent duties, the individual must complete a mandatory safety induction covering the CSC Photography & Social Media Policy, Lane Sharing Guidance, and Changing Room Protocols.

4. Retention, Training & Annual Appraisals

To maintain high operational and safety standards, CSC enforces ongoing performance tracking:

- **Mandatory Safeguarding Training:** All regulated personnel must complete the approved **Swim England Safeguarding Training course**, which must be refreshed at least every **3 years**.
- **Continuous Professional Development (CPD):** The club will monitor and support coaches and teachers in maintaining valid certifications.
- **Annual Appraisals:** Formal annual performance conversations will be conducted for all employees of the club.

5. Managing Performance & Termination Pathways

⚠ Employment vs. Volunteer Separation

If an individual fails to meet the required professional, personal, or safeguarding standards of their role, the following separate legal pathways apply:

- **For Paid Employees:** Performance concerns or contractual breaches will be handled strictly through the club's formal employment channels, employment contracts, and statutory **ACAS Disciplinary Procedures**. Any appeal against

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dismissal must follow the statutory employment appeal track, not the standard club membership complaints procedure.

- **For Independent Contractors:** Contractual non-compliance will be handled in accordance with the termination clauses specified in their Service Level Agreement (SLA).
- **For Volunteers & Trustees:** If a volunteer fails to uphold club codes of conduct or role requirements, they may be removed from office or their specific duties by a majority vote of the Executive Committee, subject to the appeals process outlined in **Swim England Regulation 105..**

6. Exit Procedures & Off-boarding

When an employee, contractor, or volunteer leaves CSC for any reason, the following off-boarding checklist must be completed within **48 hours** of their departure date:

1. Return of all physical club property (keys, poolside equipment, club laptops, or clothing).
2. **Immediate revocation of all administrative digital privileges**, including complete removal from **Swim Manager**, **Xero**, **GoCardless**, and deletion from official club email accounts and WhatsApp broadcast groups.
3. Archiving of recruitment and personnel files in secure cloud storage in accordance with the CSC Data Protection Policy (retained for 6 years post-employment for financial/personal data).

7. Policy Governance

This policy will be reviewed every two years, or sooner if required by changes to UK Employment Law, the Information Commissioner's Office (ICO), or Swim England Wavepower directives.