



Pro Touch Soccer Academy CIC

270-276 York Way, London, N7 9PQ

Email: info@protouchsocceracademy.com | Website:

www.protouchsocceracademy.com

Pro Touch Soccer Academy CIC – Safer Recruitment Policy

1. Policy Purpose & Scope:

This policy supports our commitment to safeguarding children and young people by ensuring all staff and volunteers are recruited through fair, transparent, and rigorous procedures. It applies to all roles in **regulated activity with children**, including part-time, full-time, contract, and voluntary positions.

Effective Date: 06 November 2025

Next Review Date: 06 November 2026

2. Legal & Regulatory Context

From **1 September 2025**, new statutory requirements include:

Enhanced referencing for early-years: ideal and open references are prohibited; references must be factual, timely, from senior individuals, and include any substantiated safeguarding concerns.

Mandatory online checks: schools and colleges must perform online searches on shortlisted candidates as part of due diligence.

Designated Safeguarding Lead: early-years and schools must appoint a DSL with relevant training.

Fraud prevention (for large organizations only): if our turnover, assets, or headcount meets thresholds, we must demonstrate fraud prevention measures.

Mandatory reporting of child sexual abuse: staff working in regulated activity must report known abuse or face prohibition from working with children.

3. Recruitment Process

A. Job Advertising & Description

- Clearly state safeguarding responsibilities.
- Note that online presence may be checked at shortlisting stage.
- Emphasise compliance with **this safer recruitment policy**.

B. Shortlisting & Online Checks

- Shortlist based solely on qualifications and experience.
- Conduct professional online searches (e.g., social media, web).
- Only flag content relevant to safeguarding; decisions on suitability made by DSL or HR.



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c. Interview & Checks

- Panel members must be trained in safer recruitment; at least one member must have completed official training.
- Require **two references**:
 - Must be direct (e.g., from senior staff, not “To Whom It May Concern”).
 - Include factual info only: employment dates, roles, and any substantiated safeguarding concerns.
- If applicant not currently in child-related role, obtain reference from last employer with such duties; current education/training provider may be used if no prior experience.
- Verify identity, right to work, and professional qualifications.
- DBS checks are mandatory before appointment confirmation.

4. Selection Decision

- Compare references, online checks, and application with candidate info.
- Any discrepancies or safeguarding flags must be addressed by interview panel and DSL before conditional offer.
- Offer is conditional on satisfactory checks and compliance with policy.

5. Offer & Contractual Obligations

- Include clauses requiring disclosure of new charges/convictions, professional registration updates, and adherence to fraud prevention (if applicable).
- For large organisations, express the organisation’s right to disciplinary action for breach of fraud controls.
- Clearly signpost mandatory reporting obligations; failure to do so may result in prohibition from working with children.

6. Induction & Training

- All new hires must complete:
 - Safeguarding induction (including child protection, whistleblowing).
 - DSL training for those in safeguarding roles, meeting Annex C or equivalent early-years requirements.
 - Anti-fraud training, for large employers, aligned with Home Office guidance.

7. Ongoing Monitoring & Culture



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- Review policies annually or upon legal updates.
- Conduct periodic online scans of staff in child-facing roles.
- Maintain whistleblowing channels for non-anonymous reporting of misconduct.
- Undertake annual fraud risk assessments and update controls where necessary.

8. Exit Procedures

- On departure, record reason for leaving related to misconduct or safeguarding (for DBS reference purposes).
- For large employers, retain fraud prevention documentation and disciplinary records to demonstrate compliance.

9. Roles & Responsibility Summary

Role	Responsibility
DSL	Oversees recruitment, concerns, and referrals
Interview Panel	Shortlists, conducts interviews, flags issues
HR	Coordinates checks, DBS, references, fraud measures
All Staff	Comply with reporting duties, safeguarding & fraud policies

10. Review & Governance

- This policy reflects changes effective from **06 November 2025**.
- Annual review or sooner if legislation is updated.
- Policy governed by the Board / Governing Body with annual reporting on compliance.

Next Steps:

1. Update recruitment materials (ads, forms, contracts).
2. Provide training for DSLs, HR, and interviewers.
3. Audit current staff to identify compliance gaps.



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4. Schedule policy rollout and communicate widely.

Date Approved: 06/11/2025

Review Date: 06/11/2026

Professional References – New Requirements from September 2025

As part of our **safer recruitment practice**, all references must now adhere to **new legal and statutory guidance** aimed at strengthening safeguarding and preventing unsuitable individuals from working with children.

Key Requirements:

1. Two Professional References Are Mandatory

References must come from **two senior professionals** (e.g., managers, supervisors, headteachers, safeguarding leads).

We do **not accept**:

- Open references addressed "To Whom It May Concern"
- Personal or character references from friends, family, or colleagues

2. Recent Employer Reference

One reference must be from the **current or most recent employer**, especially if the role involved working with children or vulnerable people. If the applicant is not currently working with children, the referee must be the last employer where they did so.

3. Content of References Must Include:

Confirmation of:

- Employment dates
- Role and responsibilities
- Reason for leaving (if applicable) o A clear statement regarding:
- **Conduct** in the role



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- Any known **safeguarding concerns** or disciplinary issues
- Whether the referee would **re-employ** the applicant

4. Timing and Confidentiality

References must be received and reviewed **before any appointment is confirmed**.

Referees should be told that references **may be shared** with the applicant upon request, in line with UK data protection law.

5. Factual and Honest

All references must be factual, signed, and from a **senior person in the organization**.

Referees are legally obligated to provide honest accounts, especially where there are substantiated concerns about safeguarding or conduct.

Practical Steps in the Process

Step	Action
1. Application Form	Ask applicants to provide two professional referees , including at least one recent line manager or supervisor.
2. Reference Request Template	Use a standard form that includes questions about safeguarding, suitability to work with children, and whether the referee would rehire the person.
3. Verify Reference Authenticity	Follow up if the reference is vague, unsigned, or not from a senior role. Always call the referee if clarification is needed.
4. Review References Against Application	Compare reference content to the application and interview responses to identify any inconsistencies or red flags.
5. Document Everything	Keep a record of when the reference was received, who reviewed it, and any follow-up actions.

What Will Lead to Rejection?

- Incomplete or vague references



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- References from junior staff or those without knowledge of the applicant's conduct
- Refusal by referees to answer safeguarding-related questions
- Failure to provide two professional references

Summary for Policy Inclusion:

"In line with statutory safeguarding guidance effective from September 2025, all applicants must provide **two professional references** from individuals who hold senior positions in a professional capacity (e.g., line managers, headteachers). One reference must be from the most recent employer. All references must confirm employment details and address the applicant's conduct, safeguarding suitability, and reason for leaving. Open, character, or personal references will not be accepted under any circumstances."