

# KUK SOOL WON™

## UK SCHOOLS



### **Safer Recruitment Policy**

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and adults at risk in martial arts. Whilst there may be some reservations that volunteers could be put off by having to go through a recruitment process, it is important to ensure reasonable steps have been taken to identify unsuitable individuals. The guide below offers advice on the elements that an ideal safe recruitment practice would follow.

The following steps should be carried out:

- Planning
- Advertising
- Application Form and Self Disclosure
- Interview
- References
- DBS disclosure where appropriate
- Induction
- Monitoring and Appraisal

## Safer Recruitment Policy

### Planning

Pre-application information should be written before the role is advertised and should contain:

- a job description, including roles and responsibilities;
- a person specification (e.g. stating qualifications or experience required);
- a self-disclosure form (for applicants to declare prior convictions or other potentially relevant information).

### Advertising

Advertising should reflect the:

- aims of the particular programme involved;
- key responsibilities of the role;
- level of experience or qualifications required (e.g. experience of working with young people and/or adults at risk, relevant Kuk Sool Won™ UK Schools qualification standard);
- the Kuk Sool Won™ of Weston super Mare™ school's open and positive stance on child protection and equal opportunities;
- need for a satisfactory reference/background checks (e.g. enhanced DBS disclosure).

### Applications

All applicants who will work with young people and/or adults at risk, whether for paid or voluntary, should complete a self-declaration form. If the role meets the eligibility criteria for 'regulated activity', then the form should ask if they are barred from working (including volunteering) with children.

It is important that people who are employed or engage with have the right attitude and behaviours to provide a safe and positive experience.

### Interview, References and Disclosure

A formal interview should take place for positions involving working with children and/or adults at risk. This also provides an ideal opportunity to view certificates to confirm qualifications held.

Once a successful candidate is chosen, they should be asked to complete a self-disclosure form and offered the role subject to satisfactory references and vetting checks. There is no legal requirement on obtaining references, however a minimum of two references should be requested; ideally at least one should be associated with former work with children and/or adults at risk.

If the role is in 'regulated activity' then an enhanced DBS disclosure with barring check must be completed. See Disclosure and Barring Service Guidance.

The same emphasis should be placed on ensuring that volunteers are vetted as for paid employees.

### Induction

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Reviewed December 2023,

May 2023

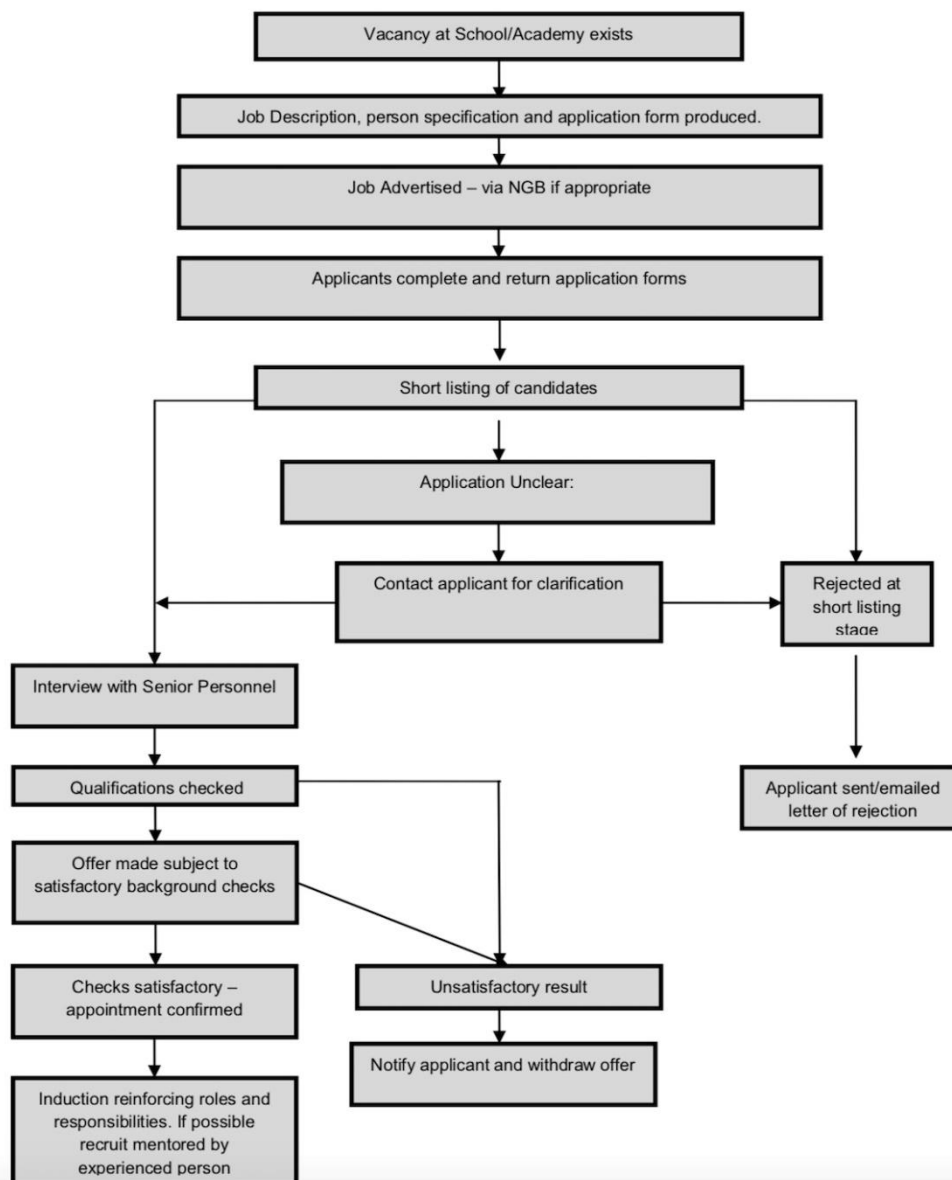
## Safer Recruitment Policy

All staff and volunteers should undergo an induction which should include:

- Information about the safeguarding policy and procedures;
- That their qualifications are substantiated (if not already completed);
- That they complete a profile to identify training needs/aspirations;
- That they are reminded that they have agreed to abide by the Kuk Sool Won™ UK Schools / School/Academy policies and procedures, and they may face disciplinary action if they are broken;
- The expectations, roles and responsibilities of the job are clarified
- Mentoring where appropriate.

Checks are only part of the process to protect children and/or adults at risk from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

### Current and New School Owners and Instructors



Reviewed December 2023,  
May 2023

## Safer Recruitment Policy

All insured school owners and instructors are requested to complete a 'Consent to View and Check Enhanced DBS Certificates and Updates' form (see below) and make their enhanced DBS certificates available to the Kuk Sool Won™ UK Schools Safeguarding Team for review. Certificates can be viewed either in hard copy or electronically. This is on the understanding that the hardcopy will be returned, or that the electronic copy will be deleted once viewed.

### **International Instructors**

There can be different cultural practices and behaviours around coaching in different countries. It is imperative that international instructors are given a full induction into the behaviour and conduct expected of instructors in the UK. They will be subject to risk assessment and asked to sign a Safeguarding Code of Conduct.

### **Monitoring and appraisal**

At regular intervals (or following a particular programme), employees/volunteers working with children and/or adults at risk should be given the opportunity to receive feedback or an appraisal to identify training needs and set new goals.

### **Additional Information**

Whilst intended for Schools, further advice can be found at Part Three of Keeping children Safe in Education 2018, the document can be found on the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

## **Safer Recruiting Process Chart**

# KUK SOOL WON™ UK Schools

## Consent to View and Check Enhanced DBS Certificates and Updates



I, ....., date of birth ....., a qualified and insured instructor, registered with the World Kuk Sool Association, consent to members of the Kuk Sool Won™ UK Schools Safeguarding Team:

- viewing my full enhanced Disclosure and Barring Service (DBS) certificate, either in hard copy or electronically. This is on the understanding that the hardcopy will be returned to me, or that the electronic copy will be deleted once viewed;
- using the online [DBS Update Service](#) to check on my current DBS status.

I am aware that the information will be regarded as confidential and only shared with parties that have a need to know.

I understand that failing to allow the above will be reported to the World Kuk Sool Association and may mean that the Kuk Sool Won™ UK Schools Safeguarding Team will be less able to provide fully informed support if I become part of a safeguarding investigation.

School/s - Kuk Sool Won™ of .....

DBS Certificate Number .....

Issue Date .....

Update Service Reference Number .....

Signed .....

Date .....