

Excel Race Academy Safe Recruitment Policy

Last Reviewed: January 2026

Next Review: January 2027

Excel Race Academy (hereafter referred to as “the Club”) is committed to ensuring that all children, young people, and adults involved in our activities participate in snowsport in a safe, positive, and supportive environment. Safe recruitment is a key part of our safeguarding responsibility and helps protect athletes, staff, volunteers, and the wider club community.

Policy Aims

- Ensure that all staff and volunteers are recruited safely and responsibly
 - Prevent unsuitable individuals from working with children and vulnerable adults
 - Align recruitment practices with Snowsport England (SSE) safeguarding guidance and the SnowSafe Policy
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Scope

This policy applies to all individuals working for or on behalf of Excel Race Academy, including:

- Coaches
 - Pastoral staff
 - Tutors
 - Chefs
 - Volunteers
 - Contractors or anyone in a position of trust or responsibility
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Pre-Appointment Checks

Excel Race Academy will ensure that, where required:

- All staff and volunteers working with children or in positions of trust undergo an **Enhanced DBS check** with appropriate barred list checks
 - DBS checks are completed prior to the individual starting their role, or as soon as practicably possible
 - References are requested and followed up where appropriate
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Induction and Training

All newly appointed staff and volunteers will:

- Receive an induction that includes safeguarding responsibilities, codes of conduct, and expected standards of behaviour
 - Be made aware of the SnowSafe Policy and Excel Race Academy safeguarding procedures
 - Be informed of the role and contact details of the Club Welfare Officer (CWO)
 - Complete SSE-accredited safeguarding training, including child protection and welfare awareness
 - All staff hold appropriate first aid training, relevant to their role
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Ongoing Monitoring and Review

To maintain a safe environment, the Club will:

- Monitor staff conduct and performance regularly
 - Ensure safeguarding remains a standing item in staff briefings and reviews
 - Address concerns about suitability or behaviour promptly and appropriately
 - It is the responsibility of each member of staff to ensure their safeguarding training remains valid and is renewed within the required timeframes
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Concerns and Allegations

Any concerns or allegations regarding the conduct or suitability of staff or volunteers will:

- Be taken seriously and responded to promptly
 - Be reported to the Club Welfare Officer
 - Be managed in line with SnowSafe, Snowsport England safeguarding procedures, and statutory guidance
 - Be referred to external agencies (including the Local Authority Designated Officer – LADO) where required
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Signed:

A handwritten signature in black ink, appearing to read 'Rob Bullen', written in a cursive style.

Rob Bullen, *Managing Director*

Date: 13/01/2026