

# 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.

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## 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".

Rob Bullen, *Managing Director*

**Date:** 13/01/2026