Excel Race Academy Safe Recruitment Policy

Last Reviewed: 7th October 2026
Next Review: 7th October 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

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
- All staff must hold valid safeguarding training appropriate to their role. The Club is responsible for monitoring training status, providing access to training, and ensuring no staff work with children without valid certification.

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 reported to Snowsport England Head of Safeguarding if appropriate
- 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:



Rob Bullen, *Managing Director*

Date: 07/10/2026