

Policy Ref:
HR01



Recruitment Policy

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SASP are committed to our Diversity and Inclusion Action Plan (DIAP) which sets out our ambitions for advancing and celebrating diversity and inclusion at every level of our organisation.

This stamp indicates areas in our policies / procedures that focus on Equality, Diversity & Inclusion.

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Date	Author	Change(s)
25/03/2024	Rachel Martin	Draft policy finalised and sent to JH/JK.
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Introduction

The aim of this policy is to promote the welfare of individuals at risk by ensuring that all reasonable steps are taken to establish that people are suitably qualified, and/or experienced to work with children, young people and/or adults at risk. It provides a procedure for all applicants and staff to be treated equally, fairly, consistently and in compliance of all relevant legislation, and applies to all paid or voluntary, part-time, or full-time staff.

1.1 Pre-application and application information

Any form of advertising to recruit staff will reflect the aims and objectives of SASP's Safeguarding and Recruitment policies, and the main responsibilities of the role including the level of experience, qualifications and/or necessary training required.

There is no legal requirement to advertise a vacancy externally. Given the associated costs with external advertising, SASP may consider succession planning and whether there is the potential to appoint to the vacant post from within the existing staffing structure. In this event, SASP will ensure all internal vacancies are advertised in a way that enables all staff equality of opportunity to apply and reduce or remove the potential for a claim of unfair treatment or discrimination.

Regardless of whether an advert is internal or external, it should include the following information (see **Appendix 2**):

- Job title
- Location of post
- Salary of the post (if the post is term time only and/or part-time the pro-rated salary should be published).
- Number of contracted hours
- Type of contract being offered (If fixed term the reason for this should be specified, e.g. maternity cover, sickness absence)
- Preferred start date
- Brief description of work and skills/qualifications required
- Closing date and how to apply
- Contact name & number should the applicant want to find out more information

SASP follow the following guidance when advertising vacancies:

- Ensure that job titles are gender neutral.
- Check that the advert does not contain linguistic gender coding (e.g. using terms like "Managerial experience" instead of "Strong leadership skills" or "Ability to see another's perspective" instead of "Empathetic").
- Use of plain language in adverts (no jargon or acronyms). Clarity around wording is important for those where English is an additional language and for those who are neurodiverse.
- Where possible, offer flexible working as a default – but be clear what is available (e.g. job share, flexitime, hybrid-remote).
- Consider advertising to marginalised groups (e.g. Mumsnet, BME Jobs, Evenbreak, Rest Less, LGBT Jobs).
- Consider placing adverts in physical locations, not just online e.g. Community Groups/Clubs.
- Where possible, offer a range of dates/times for interview.





An application pack, requested by potential applicants, must include:

- A clear Job Description (see **Appendix 3**) clarifying the extent and limitations of the role (essential to establish the eligibility for vetting).
- A Person Specification (see **Appendix 4**) identifying the skills, experience, qualifications, abilities, behaviours, attitudes, and values that are expected and required to fill the post, specifically regarding working with children, young people, and adults at risk.
- The application form (see **Appendix 5**). A Self-Declaration form for the applicant to disclose any previous criminal convictions, cautions or formal warnings, will be sent - only applicable to role legally entitled to a DBS.

- Consider reducing the number of 'essential' criteria to a minimum as this deters certain groups.
- Use specific behaviours instead of character traits (e.g. "you are able to lead group activities", instead of "you are a gifted communicator").
- Employment history is requested in terms of length, rather than specific dates e.g. an application will state a candidate worked as a Coach for 4 years rather than when those 4 years were. This removes unconscious bias against those who may have gaps in employment history due to disability, travelling or caring responsibilities. However, to fulfil SASP's Safer Recruitment responsibilities, a 'Gaps in Employment' section must be completed which won't be included in shortlisting.

The following information will be included in an application:

- Current and past career, relevant experience, qualifications, and training undertaken, relevant interests, any gaps in employment and reasons for leaving.
- A SASP safeguarding statement.
- A minimum of two references (acceptable/non-acceptable sources stipulated)
- The application form must state that failure to disclose information may result in disciplinary action, and possible dismissal from the organisation. It should be made clear that effective measures are in place to ensure confidentiality of information under the Data Protection Act (2018) and UK GDPR.

1.2 Shortlisting and Interview

Information supplied from the application process will be used to shortlist applicants with at least two representatives of SASP taking part in the shortlisting process.



Although the interview panel must include a Line Manager, it could also include a contemporary/team member to ensure diversity of the panel – and this also enhances the career development of non-managerial staff members.

Applications should be anonymised before shortlisting by removing the name and age of candidates to reduce the possibility of unconscious bias.

An example interview question set can be found in **Appendix 7**.

The Data Protection Act provides for applicants to have a right to see the information used in the short-listing process. Therefore, it is advised that the short-listing panel use the job description and person specification to inform the short-listing process by

listing the 'essential' criteria and 'desirable' criteria for all the requirements of the job on a short-listing grid (see **Appendix 8**).

Invite to interview letters should be sent to all short-listed candidates. A template invite letter can be found in **Appendix 6**.



SASP will be proactive in asking applicants if they need any reasonable adjustments to attend an interview. An interview survey (see appendix 7) will be sent alongside the invite letter so that candidates find it easier to ask for an adjustment.

At least two representatives of SASP will conduct an interview. The application information will inform any necessary follow up questions, for example the suitability of the references.



- To ensure equality of assessment all applicants will be assessed using standardised interview questions for each role with a scoring system.
- Applicants being interviewed for a children, young people or adult at risk role should be asked a safeguarding question during the interview process.
- Any interview tasks set will be relevant to the role. Any role that includes delivery of activity may be asked to give a practical demonstration by leading a session.

Unsuccessful Candidates

It is recommended unsuccessful candidates are informed verbally of the outcome if this is possible and also offered the option to receive feedback on their interview, if they would like it. The recruiting manager may also want to consider delaying informing unsuccessful candidates of the outcome until the successful candidate has accepted the post, if the unsuccessful candidate/s would have also been suitable for appointment. See **Appendix 9** for examples.

1.3 Checks and references for successful applicants

Successful applicants will receive an Employment Offer Letter and New Starter Checklist (see **Appendix 10/11**). HR will also track the progress of a new starter using a checklist (see **Appendix 12**).

The offer letter should contain the following information:

- Title of Post
- Salary
- Full-time or, if part-time, the number of hours per week
- Permanent or fixed term
- Start date and, if fixed-term, the termination date and reason for the fixed-term nature of the post
- Confirmation that a full Statement of Particulars will be issued by payroll provider in due course
- A reminder, where appropriate, that the appointment is subject to satisfactory clearance by the disclosure procedure, medical clearance, confirmation of qualifications and satisfactory completion of a probationary period.

Successful applicants may be subject to the Disclosure and Barring Service (DBS) criminal record check where eligible, at an appropriate level for the role, and to an enhanced level with barred checklist where regulated activity is carried out. (For further information, see **Appendix 36** – DBS Checks).

Any disclosure information received will contribute to assessing the candidate's suitability to work with children, young people and/or adults at risk. A risk assessment model will be applied and at least two members of relevant SASP staff will be involved in the risk assessment process, a process that will involve taking all reasonable steps to gather as much relevant information as possible. Information will be sought (with the applicant's consent) from various sources (e.g., Police, Probation, Social Services etc.). A defensible decision will be made with the information provided and the process, rationale, and decisions will be recorded.

Disclosure certificates do not record convictions that were committed abroad. When recruiting candidates who have spent 3 months or more living or working abroad, including foreign nationals, a disclosure must be obtained in the normal way and an equivalent certificate (e.g. certificate of good conduct) from the country(ies) concerned will also be required. This may well depend upon the arrangements within the particular country and the circumstances in which the individual left that country (for example, asylum seekers may be unable to obtain such a certificate from their former country). See: [Criminal records checks for overseas applicants](#).



SASP will ensure that procedures are in place for applying for (or providing guidance to new starters on how to apply for) disclosure certificates or 'Certificates of Good Conduct'.

Confirmation of personal identification should be made by the inspection of 2 original identification documents, for example a passport, birth certificate, driving licence. The applicant's full name, date of birth and current address, together with signature and photograph should be checked. A record of these checks retained.

SASP has a statutory duty to prevent illegal working by carrying out document checks to confirm if a person has the right to work in the UK. These checks must be completed before employment commences and, therefore, SASP requests that applicants provide valid documentation or their share code evidencing proof of their right to work in the UK. (For further information on share codes see **Appendix 38**).

References will be sought using pro-forma to ensure consistency and detailed information is obtained (see **Appendix 22**). Where applicable, references should specifically include the person's suitability to work with children, young people, or adults at risk.

If the successful candidate does not have a current or previous employer a reference may be accepted from a previous educational establishment, a Job Centre contact or a personal contact who works as or has retired from a recognised profession or a 'person of good standing in the community'. In this case the reference does not need to be from a work email or with a company compliment slip, stamp or business card.

If the successful candidate was previously self-employed a reference may be accepted from a previous client or their accountant.

In normal circumstances, pre-written references or 'to whom it may concern' references will not be accepted without verification. However, an exception to this may be made if a previous employer has wound down or ceased to exist and has issued a pre-written reference to the employee at the end of the employment.

References received will be retained on the employees' centrally held file.

Section 60 of the Equality Act 2010 restricts the circumstances in which an employer can ask an applicant about their health before making an offer of employment. This would include enquiries about the amount of sickness absence that they have had. However, simply asking such a question does not amount to unlawful action under the Act, but if the candidate objects to the question and decides to bring a direct disability discrimination claim relating to the failure of the employer to offer them employment, the fact that the question was asked, will shift the burden of proof to the employer. The employer will then have to show that it had a non-discriminatory reason for rejecting the applicant. Therefore, SASP ensure they make it clear that any offer of employment is conditional and subject to satisfactory pre-employment clearance which includes medical clearance to verify the candidate's mental and physical fitness to carry out their work responsibilities and confirmation of regular attendance at work.

1.4 Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, SASP complies fully with the Code of Practice (see <https://www.gov.uk/government/publications/dbs-code-of-practice>) and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check based on a conviction or other information revealed. SASP is committed to the fair treatment of its staff and volunteers, potential staff and volunteers or users of its services, regardless of age, race, colour, nationality or ethnicity, physical appearance, gender, faith or religious belief, political opinions, background, sexual orientation, relationship or marital status, pregnancy or maternity situation, HIV status, disability, or offending background.



This section of policy on the recruitment of ex-offenders is made available to all potential DBS applicants at the outset of the recruitment process.

A DBS check is only requested when, as a result of internal examination by trained staff, one has been indicated as being both proportionate and relevant to the position concerned. For those positions where a DBS check is required job adverts and person specifications will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

If the applicant has lived outside the UK for a period of 6 consecutive months or more within the last 5 years, they may be responsible for obtaining a criminal records check from that country to cover that period. This can also be known as a 'Certificate of Good Conduct'. Further information about this is available via the DBS website (<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>).

Where a DBS check is to form part of the recruitment process, we encourage all applicants to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate,

confidential cover, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

SASP will only ask for information about offences that we are entitled to know about. After May 2013, the DBS removed certain specified old and minor offences from criminal record certificates issued from that date. This process is known as filtering. A 'protected' caution or 'protected' conviction that is eligible for filtering will automatically be removed from DBS checks. It is important that applicants know whether an offence is protected to ensure information is not disclosed whilst making a self-declaration if, legally, it is not required. See the following for further information:

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Whenever the need arises, we will ensure that those in SASP who are involved in the recruitment process receive appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

The information declared or disclosed by the DBS, or an individual will be treated in compliance with data protection regulations

1.5 Induction and Training

From 6th April 2020, new legislation made it a requirement for employers to issue a Statement of Written Particulars and provide specific information to an employee or casual worker on, or before, day one of their employment. SASP will issue a Statement of Written Particulars following completion of all recruitment checks, prior to the employees start date (see **Appendix 24/25**).

It is important that the recruitment and selection process is followed up by a relevant induction. A welcome document will be provided to the new staff member (see **Appendix 26**) and **Appendix 28** will be completed by the Line Manager.



Where possible, SASP will provide ongoing reasonable adjustments to allow employees to perform their duties. These may include:

- making adjustments to workplace facilities (for example accessibility ramps)
- allocating some duties to another worker
- enabling flexible working
- allowing absences for rehabilitation, treatment, or assessments
- purchasing specialised equipment (for example assistive technology)
- adjusting working hours
- phasing a return to work following a medical absence

- The SASP Safeguarding Lead will provide a safeguarding induction for all new staff members, taking them through the process of how to report/manage/handle an adult or child safeguarding or child protection incident, and who to report to. The Safeguarding Lead will ensure that the SASP Safeguarding Policies are read and understood by all new and existing staff and these policies are readily available.
- Staff must read and sign SASP's Code of Conduct.
- Self Employed Staff engaged by SASP need to provide evidence of adequate professional liability insurance and/or personal liability insurance including abuse, where they are working with children and young people in regulated activity, or adults at risk.
- Staff have a contractual obligation to inform SASP if they receive a reprimand, final warning, caution or conviction by the police or courts whilst employed by or volunteering with SASP.
- All staff to have a probation period of 3 months. A meeting between the member of staff and their line manager 3 months after employment commences will decide the outcome of the probation period and signed off if relevant.
- To help to maximise the protection of individual employees within SASP, all staff (upon their induction) will be made aware of the organisation's lone working policy and the guidance contained within it.

Appropriate training will enable individuals to recognise their responsibilities with regards to their own good practice and reporting of suspected poor practice or concerns of abuse. All staff working for SASP must be able to demonstrate that they have attended training, or are committed to attend training, ideally within a three-month timeframe in the following areas where appropriate:

- Safeguarding / Protecting Children (including Safeguarding 16–25-year-olds)
- Safeguarding Adults
- PREVENT

SASP is committed to organising training to ensure that staff can access all relevant courses in the necessary time frame, and on an ongoing basis as part of their continual professional development. SASP will facilitate and meet the full cost of these minimum requirement courses.

1.6 Retention of Paperwork

Unsuccessful Candidates

The recommended retention period for recruitment application forms and interview notes for unsuccessful candidates is 6 months to a year from the date of application as there will usually be no need for it to retain the data other than to defend any claims of

discrimination that may result. The time limit for discrimination claims is three months but taking into account a potential extension under the rules on early conciliation, it could be around five months in some cases.

Successful Candidates

For successful candidates some of the recruitment documents will transfer to their personnel file. However, only data that is necessary for the ongoing employment relationship should be retained and SASP must be able to identify the legal basis for retaining it. SASP is likely to have a valid reason for retaining most of the data in relation to the successful candidate gathered during the recruitment exercise. As well as containing the new employee's personal details, the employee's application form will provide an important record of the qualifications and experience that the employee states they have which may be important evidence if there is a later dispute about the capabilities of the employee or if the employer needs to demonstrate that due care was taken in selecting an appropriately qualified applicant. Notes made during the interview process may be important for the same reason and may also demonstrate just what the prospective employee was told about the nature of the work.

Please also refer to ICO Data Protection: employment Practice Code for further information. [The employment practices code \(ico.org.uk\)](https://ico.org.uk/for-organisations/guide-to-data-protection/effective-data-handling/the-employment-practices-code/)

Appendix 1 – Recruitment Process

Advertising		✓
Line Manager discusses need for position with CEO/Deputy and agrees Advert (job title, hours, salary), Job Description & Person Specification .		
Line Manager uses Advert template to create advert for role and sends advert to HR.		
HR advertises role on relevant sites and adds documents to Intranet.		
Shortlisting / Interview		✓
Line Manager anonymises applications and shortlists with at least one other staff member.		
Line Manager sends Interview Invite letter/Acceptance form (and notifies unsuccessful candidates using email template).		
Line Manager collates Interview Response Forms and arranges interview (inc. any reasonable adjustments).		
Line Manager + at least one staff member interview candidates using template interview question sets and scores interviews using template interview grid .		
Line Manager offers successful candidate the role via telephone call – must mention that it is subject to successful completion of Recruitment Checks – then notifies HR of choice using Job Offer Form		
HR send Initial Email (including Employment Offer Letter & Applicant Checklist) to candidate.		
All new starter forms will be on the Recruitment Dashboard for the candidate to complete. These include Appendices 13, 14, 18, 19, 20, 21		
Line Manager send reference requests . Line Manager updates HR when sent and received. Received copies sent to HR for staff file.		
HR use SASP Checklist to organise & collate Recruitment Checks and update Line Manager on progress.		
Certain risk assessments can be used, with Senior Management discretion, if a check cannot be completed, these are appendices 16 and 23 .		
Upon completion of checks, HR send contract to Line Manager for checking.		
Line Manager checks contract details are correct and confirms this with HR – also confirms start date.		
HR sends contract/written statement to candidate & line manager to sign and return.		
Upon receipt of signed contract, Line Manager communicates with candidate to confirm arrangements for their first day – also completing onboarding dates in Welcome Letter before sending.		
Induction/First Day		✓
Line Manager collects Candidate's Checklist and, alongside HR, ensures all items are completed for new starter – then returns completed checklist to HR.		
HR begins SASP Post-Start checklist with candidate which includes DBS Record , Property Disclaimer and DSE assessment (if applicable).		
Probation Appraisal		✓
Line Manager organises & completes 1 month Review and relays any issues to HR.		
Line Manager organises & completes 3-month probation review and returns form to HR.		
HR sends appropriate letter to employee/worker (Successful Completion , Extension)		
If probation extended, Line Manager completes Final Review .		
HR issues either Successful Completion letter or Unsuccessful (Termination) Letter .		



Jump Start Mentors for Young People (8-18)

Hours: Part time and Full-time posts available

Salary: £22,000 per annum

Location: South Somerset & Mendip area

Brief Description: Somerset Activity and Sports Partnership are looking to recruit full time and part time posts to support Young People aged between 8-18 years old with a child-centred relationship-based approach to supporting Young People. The Young People you would be supporting are those who may have chaotic home lives, struggle to stay in school or may be known to the police. The programme will support young people and introduce them to physically active provision in sports through linking with sports clubs or other active youth sessions with the aim of them sustaining their participation and providing them with an enjoyable, safe and belonging environment.

Personal Specification: We are particularly interested in recruiting individuals who have a deep understanding of the difficulties that some of these children and young people face and some knowledge around Adverse Childhood Experiences and the impact of trauma. Experience of this either on a personal basis, through work or volunteering is essential. We are looking for people who value the important role sport and activity can play in developing Young People's self-worth, esteem and resilience. All mentors will be given training in restorative practice, first aid, safeguarding etc.

Owing to the nature of this position, any offer of employment will be subject to a satisfactory [Basic / Standard / Enhanced DBS check].

For more information, or to obtain a full job description, person specification and application form please visit [link to intranet]

Deadline for applications: 12pm on Thursday 9th February.

Interview Date: Friday 17th February

Appendix 3 – Job Description

JOB DESCRIPTION

JOB TITLE:	SASP Jump Start Mentor
SALARY:	£19-21k pro rata
TERM:	Permanent
LOCATION:	County Wide (Specific focus on South Somerset & Mendip)
HOURS OF WORK:	Full time/part-time available
RESPONSIBLE FOR:	Supporting Young People as part of the Jump Start Project
RESPONSIBLE TO:	Line Manager



Main Purpose of the Job

The Jump Start Sports programme aims to work with young people aged 8 to 18 years through sport and physical activity who have had adverse childhood experiences (ACEs) through difficult family or school experiences and may be at risk of or involved with school exclusion, anti-social or criminal behaviour or need support due to other circumstances. The project will support young people to foster a more positive view of themselves, raise aspirations and provide safe, fun and purposeful environments for them to enjoy, make new friends and achieve on a personal level.

The project is twofold; the Jump Start Clubs programme which are targeted weekly diversionary club sessions for young people to attend and the Jump Start Mentor programme which offers a countywide 1:1 service to support young people to raise self-esteem and aspiration to make positive choices through joining specific sports clubs or other physically active community groups.

Key to the success of the project is employing mentors who can engage with young people, some who might be inactive and disengaged, many who do not access any regular clubs or activities. The mentor's role is to support them to grow their confidence and self-esteem as well as develop appropriate friendships through sports activities and through the mentoring, understand their worth and grow their aspiration. We need people who understand the impact of Adverse Childhood Experiences and are keen to develop their own skills and knowledge but also have a positive attitude to the potential of young people to grow and change into amazing adults through difficult times in their lives. Many of the young people lack positive relationships with females and female role models in their life.

Summary of Responsibilities and Key Duties of the Job

- To work with the Community Resilience Young People Lead in the development and delivery of the project, including weekly 1:1 mentoring of young people plus targeted group activity delivery – encouraging young people to get involved in the activities; supporting positive behaviour change; acting as role models and forming positive and healthy relationships with individuals and groups.

- To work with the Community Resilience Young People Lead to provide consultation and organise training within the local sports clubs and physically active community organisations to support young people's entry into them.
- To support the young people throughout the programme – to get involved, attend regularly, develop their skills and levels of confidence.
- To develop and deliver weekly targeted sports activities for young people in conjunction with the Project Lead.
- To work with individual sports clubs to support young people into general community sports clubs in sports of their choice.
- To gather informal feedback from young people through questions, videos and vlogs to help shape the project and for reporting to funders.
- To assist young people with transport and transport choices where necessary.
- To identify and support older participants who may be suitable as future volunteers and mentors.
- To maintain electronic and paper records, files, databases for collecting reporting, monitoring, and evaluation data.
- To ensure events and activities take place in a safe way, ensuring risk assessments are in place and Health and Safety is attended to at all times.
- To promote all relevant initiatives by relevant agencies to encourage networking, communication, friendship, recovery, increased confidence, and self-esteem of young people.
- To report all activities in regular feedback to the Project Manager and follow policies including confidentiality and safeguarding, reporting all risks to the project manager.
- To have good IT and social media skills.
- To be able to work flexible hours, which may sometimes include weekends and evenings to best support the Young People you are working with. This will occur on an ad hoc basis.
- To undertake training and development activities relevant to the post.
- Perform any other duties as reasonably required.
- To be able to work as part of a team.

General Information

All work performed/duties undertaken must be carried out in accordance with relevant SASP policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve. This Job Description will be reviewed annually.

Appendix 4 – Person Specification



Person Specification - SASP Jump Start Mentor	
Qualifications	
1. Relevant child and youth work qualification	Desirable
2. A First Aid at Work Certificate	Desirable
Knowledge	
3. Knowledge of Childhood Trauma and ACES	Essential
4. Understanding the benefits of sport and physical activity for young people	Essential
Skills and Abilities	
5. Excellent time management skills and the ability to plan and organise personal workloads	Essential
6. Excellent communication and inter-personal skills with the ability to motivate others	Essential
7. Ability to work on own initiative as well as in team	Essential
9. Commitment to personal and professional development	Essential
10. Able to work effectively with computer-based programmes such as Microsoft Excel and Word.	Desirable
11. A commitment to equality and diversity in working practices, with the ability to embed this across all aspects of work	Essential
12. The ability to work with discretion and in confidence, respecting young person's privacy	Essential
Experience	
13. Experience either personally or professionally of the difficulties some young people face in their lives	Essential
14. Experience working with young people to support them in developing key life skills either personally or professionally	Essential
15. Experience of working with small groups of young people	Desirable
Work-related Personal Qualities	
16. Enthusiasm and the ability to motivate young people	Essential
17. An interest in sport, physical activity and wellbeing	Essential
18. Capability of being a positive role model for young people	Essential



Application Form for Employment

Thank you for your interest.

Please complete all sections on this form. If any sections do not apply to you, please enter 'not applicable'. The information provided on the form will be considered by the short-listing panel who will decide whether you proceed to the next stage of the selection process.

Application for the post of

Employment History

(Please give details of your current or most recent employment)

Post Title	From	To
Employer Name	Salary / Grade	
Full time / Part time	Period of notice	
Reason for leaving		
Description of key duties and responsibilities		

Previous Employment

(Please give details of all previous positions you have held since leaving school, starting with the most recent first)

Length of Employment (Years/Months)	Employer	Position Title	Final Salary and Reason for Leaving
			



**Please give details of any gaps in your employment history
(This information will not be used when shortlisting for interview)**

Relevant skills and experience

Please use the space below to explain why you are applying for the position and how your experience (whether paid or unpaid), personal qualities and skills help to make you a suitable candidate. **It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge, skills and qualities on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum.** This will help us decide whether to invite you to the next stage of the selection process. Please ensure you restrict your response to a maximum of two pages.

Education/Qualification

If you are invited to interview, you will be asked to provide original copies of your qualifications for inspection.

Qualification Taken	Year	Grade	Date	Name of Educational Establishment

Training and Development

Please provide details of all training and development undertaken relevant to this position.
Please include details of any membership of professional relevant to this position.

Year Course Taken	Course Title	Date	Outcome – grade achieved where relevant

Driving licence – for positions that involve driving only

Do you hold a current, full, driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Which is valid for driving the UK?	Motorcycle <input type="checkbox"/>	Car <input type="checkbox"/>

References

Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in the organisation. In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College or University should be one of the named referees. We do not accept references from friends or family members. To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by e-mail. Therefore, please provide us with full details of your referee's e-mail address.

Referee One: This referee must either be your current or previous employer

If you are invited for interview may we approach this referee without further reference to you?

Yes No

Name:

Job title:

Email:

Address:

Post Code:

Relationship to you:

Telephone No:

Referee Two:

If you are invited for interview may we approach this referee without further reference to you?

Yes No

Name:

Job title:

Email:

Address:

Post Code:

Relationship to you:

Telephone No:

Personal Details

Can you please ensure that you complete this section fully as this will enable us to contact you if you are invited to the next stage of the process. This portion of the application will be removed for shortlisting purposes.



Preferred Title: (eg. Mr, Mrs, Miss, Ms, Dr)	
First Name:	
Surname:	
Former name(s):	
Address:	
Post code:	
Tel no:	
Mobile No.:	
Email:	

To help us monitor the success of our advertising, please state where you saw this position advertised.

- I confirm that I am entitled to live and work in the United Kingdom.
- I am willing for this data to be held and processed by Somerset Activity and Sports Partnership and to be verified with relevant third parties. This may include previous employers.
- The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police.

Signed:

Date:

--	--

If you apply online and are shortlisted, you will be asked to sign your application at interview.

Equal Opportunities in Employment



Somerset Activity and Sports Partnership is committed to having a workforce that reflects the diverse make up of the communities in Somerset. To help us achieve this objective, job applicants are asked to provide particular information so that we have an accurate picture of our workforce. The information will also allow us to monitor our employment practices, to ensure that we do not unlawfully discriminate and help us to develop inclusive policies. Please complete this part of the application form so that we can check whether we are, in fact, receiving applications from all sections of the community, that candidates receive fair and equal treatment at all stages and that we comply with the relevant legislation.

This monitoring form will be separated from the rest of the application form immediately on receipt and before the selection of candidates for interview takes place. The information you give is confidentially managed and does not affect your application. It will greatly assist us if you provide as much information as possible, but you are not obliged to do so.

What is your age range?					
<input type="checkbox"/> 16-24	<input type="checkbox"/> 25-29	<input type="checkbox"/> 30-34	<input type="checkbox"/> 35-39	<input type="checkbox"/> 40-44	<input type="checkbox"/> 45-49
<input type="checkbox"/> 50-54	<input type="checkbox"/> 55-59	<input type="checkbox"/> 60-64	<input type="checkbox"/> 65+	<input type="checkbox"/> Prefer not to say	

Do you consider yourself to have a disability?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
What is the effect or impact of your disability or health condition on your work? Please write in here:		

What is your sex?	
<input type="checkbox"/> Male	<input type="checkbox"/> Female
Is the gender you identify with the same as your sex registered at birth?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Do you have any caring responsibilities?				
<input type="checkbox"/> Primary carer child(ren) under 18	<input type="checkbox"/> Primary carer disabled child	<input type="checkbox"/> Primary carer disabled adult	<input type="checkbox"/> Primary carer older person	<input type="checkbox"/> Prefer not to say

What is your ethnic group?

Choose one section from (a) to (e) then tick the appropriate box to indicate your cultural background:

<p>(a) Asian or Asian British</p> <p><input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background <i>Please write in below</i></p>	<p>(b) Black, African, Caribbean, or Black British</p> <p><input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black, African or Caribbean background <i>Please write in below</i></p>	<p>(c) Mixed or Multiple Ethnic Groups</p> <p><input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background <i>please write in below</i></p>
<p>(d) White</p> <p><input type="checkbox"/> English <input type="checkbox"/> Welsh <input type="checkbox"/> Scottish <input type="checkbox"/> Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/> British <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background <i>please write in below</i></p>		<p><input type="checkbox"/> Would rather not state</p>

Which of the following best describes your sexual orientation?

<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Gay	<input type="checkbox"/> Lesbian	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Would rather not say
<input type="checkbox"/> Pansexual	<input type="checkbox"/> Asexual	<input type="checkbox"/> Undecided	If you prefer to use your own identity, please specify:	

Which of the following best describes your religion/belief?

<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim
<input type="checkbox"/> Sikh	<input type="checkbox"/> No Religion	<input type="checkbox"/> Other	<input type="checkbox"/> Would rather not say	

Data Protection

The personal information supplied on this form to Somerset Activity and Sports Partnership (SASP) is being securely collected, stored and used in preparation of, and to provide, a written terms, conditions and contract of employment to you, and to meet our contractual, statutory and administrative obligations in our recruitment, selection and employment procedures, and under the Data Protection Regulations 2018 and GDPR. The information you provide may also be disclosed to relevant third party statutory and administrative bodies. The information of unsuccessful candidates will be retained for six months, after which time it will be destroyed. The information of successful applicants will be retained as part of their personnel file. For further information on how SASP process your data, a copy of the SASP Recruitment/Employee Privacy Policy is available by contacting the SASP Office.

Appendix 6 – Interview Letter/Acceptance



Chelston Business Park, Castle Road, Wellington, Somerset TA21 9JQ

[Date]

Dear Candidate,

Job Title: Business Support Manager

I am delighted to offer you an interview for the above post as follows:

When: Friday 15th December 2023

Time: 2.00pm

Location: Somerset Activity and Sports Partnership
Chelston Business Park, Castle Road
Wellington
Somerset
TA21 9JQ

Interview format

The interview will be approximately 45 minutes long and consist of a question-and-answer session and a short task. The interview panel will consist of **Jane Knowles (CEO)**, **Jake Hannis (Deputy CEO)**.

The task will involve....[task details or delete if no task]

Please confirm your attendance at the interview by completing and returning the form overleaf to recruitment@sasp.co.uk.

If you have any questions or need any assistance, please do not hesitate to contact myself. If for any reason you are unable to make the interview date, please contact us using the email above.

Please note that interview expenses will not be available.

Kind regards



Jane Knowles
Chief Executive Officer
jknowles@sasp.co.uk



Chelston Business Park, Castle Road, Wellington, Somerset TA21 9JQ

Interview Acceptance

Name:			
Job Title:			
Interview Date/Time:			
I can attend the interview:	<input type="checkbox"/> Yes <input type="checkbox"/> No		



SASP are committed to our Diversity and Inclusion Action Plan (DIAP) which sets out our ambitions for advancing and celebrating diversity and inclusion at every level of our organisation. We're committed to treating all our job applicants fairly and with respect, irrespective of their actual or assumed background, disability, or any other protected characteristic.

At SASP, we are happy to consider reasonable adjustments to the interview process. Please read through the attached letter for details about the interview format and then use the space below to request adjustments.

The offices at SASP are all wheelchair accessible and there is disabled parking available. We have provided some examples below as a guide to what types of adjustments can be requested.

- Larger front sizes	- Additional time	- Movement breaks
- Magnifying equipment	- Questions in advance	- Early/Late interview
- Lighting adjustments	- Pre-Recorded presentation	

At SASP we are also aware that candidates may not require an adjustment as such but want to make us aware of a behaviour in advance of the interview. For example, a candidate may have a condition which makes it difficult for them to maintain eye contact for long periods of time, or a candidate may have a stammer and finds it helpful to refer to notes during the interview. Please also use the box below to inform us of anything you feel you would like your interviewer(s) to know.

Adjustment Requests or Comments for Interview:



Appendix 7 – Interview Questions

POST: Jump Start Mentor

REF NUMBER:

INTERVIEW DATE: Monday 4th March

Interview scoring system

5	Evidence exceeds criteria required for the job role
4	Evidence meets vacancy's criteria
3	Some evidence of meeting vacancy's criteria
2	No evidence of meeting vacancy's criteria
1	Contrary/negative evidence of meeting vacancy's criteria

Candidate's Name:

Panel Member's Name:

Question	Interviewee Score (1 – 5)	Comments
1. What inspired you to apply for the Jump Start Mentor Role?		

Question	Interviewee Score (1 – 5)	Comments
2. What is your understanding of the Jump Start Programme?		
3. What do you feel are the best ways of engaging with vulnerable young people who struggle to trust people from being let down by numerous key adults throughout their life?		
4. What do you feel are the main challenges of working with vulnerable young people?		
5. Scenario - Young person A who has a reputation for losing his temper and becoming quite violent quite quickly. Another young person B arrives at the session and immediately is verbally abusive towards young person A, trying to get a reaction, using some colourful language. How would you approach defusing the situation whilst also keeping both engaged at the session and the rest of the group?		

Question	Interviewee Score (1 – 5)	Comments
6. How would you engage with parents/carers who have felt let down by other services they have engaged with previously?		
7. What would you do if a young person refuses to engage with you?		
8. Scenario - At a 1:1 meeting with a young person you are supporting they open up to you about an older male who has befriended them at the park, has bought them numerous gifts and takes them on car rides to meet his friends. The young person speaks very fondly on this older male. What would you do?		

Do you have any questions for us?

Tell candidate will be informed whether successful or not by _____ (date)

Appendix 8 – Interview Grid

Appendix 9a – Unsuccessful Candidates

Unsuccessful – Shortlisting Template

Dear

Thank you for your recent application for the above vacancy.

I regret to inform you that you have not been shortlisted on this occasion, as we have been able to draw on a shortlist of candidates whose experience and skills more closely match the requirements of the vacancy.

However, I do hope you will continue to apply for other posts at SASP for which you feel qualified.

Thank you for your interest and I wish you every success in your future career.

Yours sincerely

Unsuccessful – Interview Template

Dear

Thank you for attending an interview for the above position.

I regret to inform you that after careful consideration you have been unsuccessful on this occasion.

Thank you for your interest in this post and for your time and efforts in applying. I hope you will soon be successful in finding a suitable position and will consider applying for other posts at SASP for which you feel qualified.

Yours sincerely

Appendix 9b – Job Offer Form

PLEASE ATTACH THE JOB DESCRIPTION WITH THIS FORM

Candidate Full name						
Address						
Email address						
Contact telephone number						
Full title of role						
Working pattern – if working hours are variable, please just indicate number of hours per day.	Day	From (Time)	To (Time)	From (shift)	To (shift)	Total
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
Total						
Contract Type (Permanent, Fixed-term, Casual)						
Location of work (employee base e.g. Office, specific leisure centre)						
Hourly rate / salary offered						
DBS check required? E.g. Enhanced (with barred list) / Standard						
Is a laptop or phone required?						
Key to the main office -Wellington?						
What access will they need to the: <ul style="list-style-type: none">• shared drive• company data						
Timesheet and expenses sheet required?						
Uniform size						
Expected Start date (this will be dependent on recruitment checks)						
Line Manager Name						

Appendix 10a – Initial Email

Hi [Candidate Name]

Congratulations on your appointment to the role of [Job title], I have attached your official offer letter to this email. Please also find details below of the next steps required as part of our recruitment process.

At SASP, we use a Smartsheet Dashboard to enable new starters to complete the various forms that are needed as part of our Safer Recruitment practice. **I have added your SASP Microsoft 365 account details below. You will need to access your Outlook before proceeding.**

SASP Email:

Password:

To access the Recruitment Dashboard, please go to www.smartsheet.eu and then follow the attached guidance.

Once you are logged into the Dashboard, you will be able to select different icons to complete and submit forms. Please prioritise the following:

- 1) DBS** – A separate link from UKCRB will be sent to your SASP email. Please follow the instructions on this link before submitting your form on the Dashboard.
- 2) Right to Work evidence**
- 3) Disqualification Form**
- 4) Personnel Form**
- 5) Declaration of Interest**
- 6) Online P46 Form**

Thank you in advance and I look forward to hearing from you. Once the recruitment checks are complete, I will send your Contract & Written Particulars to you for signing.

Further useful documents can be found on the "HR Zone" page of the SASP Intranet using the link below - you will need your @sasp.co.uk email & password to access this site. <https://somersetasp.sharepoint.com/sites/HRZone>

Should you require any further information or would like clarity on any aspects, please do not hesitate to contact me.

Best wishes,

Appendix 10b – Offer Letter



Offer Letter

Candidate Full Name

Candidate Address

Dear [Name]

Offer of Employment – [Job title]

Further to your interview on [date of interview], we are pleased to offer you the post of [job title] at SASP.

The salary is [£ insert salary] per annum [which is the pro-rata salary based on the FTE of £ (delete if full time)]. Your provisional start date is [start date] or [will be confirmed once the pre-employment checks are complete].

Full details of the post's terms and conditions of employment will follow in a Written Terms, Conditions and Contract of Employment – which will be sent to you upon completion of your pre-employment checks. This letter is part of your contract of employment.

As advised in our telephone conversation, this job offer is made subject to satisfactory pre-employment checks, which include:

- References
- DBS (the level of which will be determined by your job role)
- Right to Work
- Confirmation of qualifications (if applicable)

There will also be a probationary period of three months to be completed satisfactorily.

Please ask if you have any queries regarding this letter, or the pre-employment checks.

May I congratulate you on your success and we look forward to working with you.

Kind Regards
[Manager Name]

Offer of Employment - Acceptance

Please sign and return to recruitment@sasp.co.uk

Employee name:

I accept the offer of employment overleaf.

Signature:

Date:

Appendix 11 – Checklist (Applicant)



New Starter Checklist

Staff Name:	Role:	
<p>Please complete all items below, return relevant forms to recruitment@sasp.co.uk, and sign and return this checklist on your first day.</p>		
Initial Acceptance	Signature Confirm Complete	Date of Completion
Sign and return Acceptance of Job Offer		
Safer Recruitment Checks	Signature Confirm Complete	Date of Completion
Complete DBS Check using the link provided (<i>if applicable</i>)		
Provide scanned copies of qualification certificates (<i>if applicable</i>)		
Complete and return Disqualification Declaration Form		
Forms (to be completed and returned)	Signature Confirm Complete	Date of Completion
Staff Conduct & Standards		
ICT Acceptable Use		
Pre-Employment Health Questionnaire		
Personnel Form		
GDPR Consent Form		
Policies (to be read)	Signature Confirm Complete	Date of Completion
SASP Employee Privacy Policy		
Contract (issued upon completion of Recruitment Checks)	Signature Confirm Complete	Date of Completion
SASP Written Particulars & Terms of Contract		

Appendix 12 – Checklist (SASP Pre-Start)

Staff Name:	Job Title:
Start Date:	Line Manager:
Hours:	Working Days:

Task/Process	Sent or Started	Received or Completed	Added to HR File / Scanned
Advert Placed (Indeed/TES etc.)			
Interview Date (Interview Acceptance Form?)			
Interview Question Set(s) collected?			
Send New Starter Email (+ checklist) to request relevant documents:			
Offer Letter & Acceptance Form			
Right to Work Check / Identity Check			
Disqualification Declaration Form			
Staff Conduct & Standards Policy (see HR08)			
ICT Acceptable Use Policy (see HR12)			
Baseline Health Questionnaire			
Personnel Form			
GDPR Consent Form			
DBS Link			
Overseas Checks (if applicable) Check Notes:			
References requested: 1. 2.	1. 2.	1. 2.	
Issue Written Particulars & Terms of Contract			
Issue Welcome Sheet & 1 st Day instructions			
Generate SASP email address			
Order laptop / tablet / phone (as required)			
Add staff details to SASP Staff Tracker			
Set up 'starter pack' with: - Post-Start Checklist - Welcome Sheet - Email/login details - Staff Portal Guidance (if applicable) - Property Disclaimer Form			

Appendix 13 – Disqualification Declaration Form (for Staff working with children/adults)



Private and confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Employee or volunteer information				
Name				
Address				
Contact No.				
Date of birth				
Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>

Note: As the position you have applied for involves work with children and young people and/or vulnerable adults it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

Nacro – Tel: 0300 123 1999, or email: helpline@nacro.org.uk

Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.

Declaration of individual		
1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please provide further information
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please provide further information
3. Have you been formally charged with any other offence in any country which has not yet been disposed of?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please provide further information

4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please provide further information
5. Have you ever been known to any Children's/Adult's Services department or the police as being a risk or potential risk to children/vulnerable adults?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please provide further information
6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children/vulnerable adults?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please provide further information
7. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please provide further information
8. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please provide further information

Confirmation of declaration

Please tick the boxes below and then sign this form.

- I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.
- In accordance with the organisation's procedures, if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
- I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or adults.
- I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children or vulnerable adults.

Signature	
Print name	
Today's date	

Appendix 14 – Disqualification Declaration Form (Staff with basic DBS or not requiring a DBS check)



Private and confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Employee or volunteer information				
Name				
Address				
Contact number(s)				
Date of birth				
Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>

Note: This post is covered by the Offender Rehabilitation Act 2014¹ and therefore applicants are required to declare:

- Unspent convictions

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

NACRO – Tel: 0300 123 1999, or email: helpline@nacro.org.uk (England & Wales)

Unlock – Tel: 01634 247350, email advice@unlock.org.uk or complete the online form on the Unlock website.

Any disclosure will be seen in the context of the role description, the nature of the offence and the responsibility for the care of existing clients/volunteers and employees. Having unspent convictions will not necessarily mean that you cannot work/volunteer with us. The information provided may be assessed alongside normal selection criteria to determine suitability for the role of **NAME THE ROLE**. A separate arrangement will be made with you if clarification is required to discuss any issues around your disclosure before a final decision is reached.

Declaration of individual		
Do you have any unspent convictions or conditional cautions?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please see the 2 options below

<p>Option 1: You can disclose your criminal record on a separate sheet provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.</p> <p>I have attached details of my conviction separately_____ (please mark with an X if appropriate.)</p>		
<p>Option 2: Please provide details of unspent convictions or conditional cautions, in the space provided:</p>		
Have you been formally charged with any other offence in any country which has not yet been disposed of?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please provide further information
Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please provide further information
Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please provide further information
Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any country, which may have bearing on your suitability for this position?	<input type="checkbox"/> No	<input type="checkbox"/> Yes Please provide further information

Confirmation of declaration		
Please tick the boxes below and then sign this form.		
<p><input type="checkbox"/> I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment/volunteer role may be withdrawn, or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.</p>		
<p><input type="checkbox"/> In accordance with the organisation's procedures, <u>if required</u> I agree to provide a valid DBS Basic Check and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.</p>		
I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Somerset Activity and Sports Partnership (SASP).		
Signature	x	
Print name		
Today's date		

Appendix 15 – Record of Disclosure Certificate

Section to be completed by the applicant upon presenting their original Disclosure and Barring Service clearance to HR.

Name	
Address	
Disclosure Certificate Number	
Certificate Date of Issue	

I consent to SASP taking a copy of my clearance certificate and retaining it for up to six months from the date of clearance, in compliance with the Data Protection Act 1998. I consent to SASP keeping this form as a DBS record in my personnel file for the duration of my employment.

Signed:

Date:

--	--

SASP Certificate Checklist

Section to be completed by HR for accuracy of the original certificate and recording of the details below

Applicant's full name is recorded and accurate	YES / NO
Previous names are recorded and accurate	YES / NO
Date of birth is accurate	YES / NO
Address is accurate	YES / NO
Job title is accurate	YES / NO
The application details the correct workforce and Barred Lists	YES / NO
There is no further information on the certificate which would be subject to suitability assessment (convictions, cautions, warnings, Reprimands or additional information)	YES / NO

I confirm that the information has been checked and is accurate

YES / NO

Signed:	
Print Name:	
Date Signed:	
Job title:	

Appendix 16 – DBS Clearance Risk Assessment

Approval to Start Supervised Work – DBS Clearance Risk Assessment

To be completed on all occasions when SASP wishes to use discretion to start an employee in post prior to the completion of the DBS check procedure – under supervision only. Discretion should be used in exceptional cases only when a delay in appointment could seriously impact on the continued operational needs of the Service. Discretion must be approved at senior management.

Please be aware that discretion cannot be used regarding the use of volunteers or casual staff, all of whom must be cleared via the DBS check procedure prior to commencing their duties.

Employee Name:	
Date of Birth:	
Job Title:	
Workplace:	

Please ensure all the following processes are completed prior to the prospective employee starting in post:

- Standard application form completed by prospective employee.
- Two satisfactory references received including one from most recent or present employer.
- Employment history checked and any gaps satisfactorily explained and backed up with documentary evidence.
- DBS application submitted to the DBS and identification checked in line with guidance.

I certify that the above checks are completed. I have discussed with the employee that their contract is subject to receipt of a satisfactory DBS check. I understand and accept the risk that information later received may indicate that the employee is not suitable to work with children or vulnerable adults. I have made suitable workplace arrangements to avoid unsupervised access to children or vulnerable adults in the meantime.

Signature:	
Print Name & Position:	
Date Signed:	

Appendix 17 – DBS Suitability Assessment Form

STRICTLY CONFIDENTIAL DISCLOSURE SUITABILITY ASSESSMENT FORM

The following information must be completed when an individual discloses, or a subsequent DBS check reveals a “trace” (i.e. a criminal conviction, caution, bind-over, pending prosecution, POCA match, POVA match or List 99 match).

Senior Managers must refer to the Recruitment of Ex-offenders’ section of this Policy before reaching a decision.

Name of applicant:	Date of Birth:
Disclosure reference number:	Date of Disclosure:
Position Applied for:	
Place of Work (<i>if applicable</i>):	
Name of Manager:	
Date Employment Due to Commence (<i>if applicable</i>)	

If started in employment, has a risk assessment been completed? Yes No

Relevant Information – Please tick all that apply. This post is:

Working with Children Working with Vulnerable Adults Driving

Please give any further relevant information about the post that may affect the decision regarding suitability. *This may include whether the post holder has unsupervised access to service users, whether the post involves driving or if the post holder will have access to resources/finances etc.:*

Have you discussed the nature of the trace with the applicant? YES NO

Date of Discussion:

Did the applicant previously declare this information? YES NO

If yes, please state how this information was received (e.g. application form, interview notes, separately in writing, verbal discussion).

Further consultation sought with Police:

YES

NO

Details:

Discussion held with HR, Line Manager, SMT / CEO (delete as appropriate) on:

Summary of discussion outcomes, recommendations as to appointment and, if applicable, conditions of appointment (e.g. supervision requirements) (please do not directly copy details of any trace from the Disclosure Certificate).

Strategic Manager Decision to Appoint:

Cleared to work

Cleared to work with conditions (*please attach*)

Do not clear – unsuitable for this post

Not able to clear due to insufficient information

Signature:	
Print Name & Position:	
Date Signed:	

Appendix 18 - Baseline Health Questionnaire



Baseline Health Questionnaire

Your appointment is subject to an assessment of your fitness to undertake the role you have been appointed to. The purpose of the baseline health assessment is:

- To identify any health conditions or disabilities that may make your ability to carry out the proposed job difficult or unsafe for you or others.
- To enable the organisation to assess what reasonable adjustments may be needed to enable you to fulfil the role if you have a health condition or disability. If you are appointed, this information will be held on your personnel file.

Please refer to the Job Description when answering the questions.

If you answer Yes, SASP will discuss any reasonable adjustments that may be required but may also request your consent to communicate with your GP to ascertain whether your health condition or disability would put yourself, clients or other employees at risk. If it is determined that performing the role would pose a risk, SASP may rescind your offer of employment.

If you have answered Yes and you do not wish to provide further details and do not grant consent for SASP to communicate with your GP, we will refer you directly to our Occupational Health provider. Please note this could delay the start date of your employment.

To be completed by the Applicant		
Do you have any physical or mental health condition or disability that may affect your ability to undertake your work effectively?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further information
If you have answered Yes and are comfortable to, please provide further details including any reasonable adjustments.		
Are you currently certified as unfit to work?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide a GP's fit note

<p>Are you currently receiving advice or treatment from your General Practitioner or a Medical Specialist for any condition that may require lengthy or frequent absences from work, or waiting to see one?</p>	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further information
<p>If you have answered Yes and are comfortable to, please provide further details including any reasonable adjustments.</p>		

Please read this statement carefully before signing:

The above answers are true to the best of my knowledge. I understand that if, after commencing employment with SASP, it is subsequently shown that I have given false or misleading information I could be subject to disciplinary proceedings which may result in dismissal.

I will advise SASP if my health changes during the course of my employment.

Signature	
<p>If you complete the form electronically and submit via email, please type in your name into the signature box above to indicate that you have read and agree to the declaration.</p>	
Date	

Appendix 19 – Personnel Form



Personnel form

New/ Existing staff update (Pls circle)

Job Title		
Department		

Personal Information		
Name	First:	Surname:
Address		
Postcode		
Mobile No		
Home No		
Email address		
National Insurance No.		
Date of Birth		

Emergency contact 1		
Name	First:	Surname:
Mobile No	Mob:	Home:
Relationship to you		
Emergency contact 2		
Name	First:	Surname:
Contact Numbers	Mob:	Home:
Relationship to you		

Bank Information		Account Name:
Bank Name		
Bank account number		
Sort Code		

Employee Signature		Date
--------------------	--	------

Appendix 20 – GDPR Consent Form

At SASP we'd like to seek your consent for some of the ways we take and use:

- your data (personal information)
- your photo or other forms of media

We would like your consent to use your information and take and use your photo in the ways described below. If you're not happy with us doing this, that's no problem – we will accommodate your preferences.

Please refer to the Employee Privacy Policy, and Data Protection Policy for further details.

If you change your mind at any time, you can let us know by emailing hr@sasp.co.uk

USE OF PERSONAL DATA	YES / NO
IMAGES AND MEDIA	
I am happy for SASP to use my photo in displays in the SASP offices.	YES / NO
I am happy for SASP to use my photo on the SASP website.	YES / NO
I am happy for SASP to use my photo in the internal newsletter.	YES / NO
I am happy for SASP to use my photo in social media.	YES / NO
I am happy for SASP to share my photo for use in the media.	YES / NO
PERSONAL INFORMATION	
I am happy for SASP to hold my personal information for contact purposes.	YES / NO
I am happy for SASP to hold my personal information and banking details to process payroll services within the SAGE payroll software system.	YES / NO
I am happy for SASP to hold my personal information in line with contractual obligations.	YES / NO
I am happy for SASP to hold my personal information relating to my health, for SASP to follow the 'duty of care' obligations as an employer.	YES / NO
I am happy for SASP to hold my personal information in relation to performance at work and for training.	YES / NO
I am happy for SASP to share my personal information if needed for references, e.g., for future employment (not including health information), or for accommodation request referencing.	YES / NO

Employee Signature		Date
--------------------	--	------

Appendix 21 – Declaration of Interest



SASP Employee Declaration of Interests

We, Somerset Activity and Sports Partnership Ltd (SASP), think it is important to understand any potential conflicts of interest, either personal or financial, that may arise. To ensure we manage this risk, we are asking all employees to complete this declaration.

Name:

--

Q1. Do you hold any positions outside of SASP where you receive remuneration?

No Yes

My employer's name is:

My role is:

Q2. Do you have a non-financial connection to SASP e.g. related to an employee or board member, membership or office in a public body, club, society, or organisation within Sport & Leisure?

No Yes

Please provide details:

Should any of the above change, I will notify SASP immediately.

Employee Signature		Date
--------------------	--	------

Appendix 22a – Reference Request Letter/Email



[Date]

Private and Confidential

[Name of Referee]

[Address]

Dear [Referee]

RE: Applicant Name: **[Applicant Name]**

DoB: **[Applicant DoB]**

The above named has applied for a position as [JOB ROLE] with Somerset Activity & Sports Partnership (SASP) and has given your name as a referee. Please could we ask you to complete the attached questionnaire, giving your frank opinion on the applicant's suitability for the post. Referees are reminded that they have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission.

Some of the questions are relevant only to the current or former employers of the applicant. Please ignore those aspects that are not relevant to your relationship with the applicant and mark those questions as "not applicable".

If you require further information to identify the applicant, please contact us.

I would be grateful if you could you email your response to me at your earliest convenience.

All replies will be treated in strict confidence and in accordance with the Data Protection Act 1998. With the exception of the relevant factual content of the reference, which may be discussed with the applicant at interview, details of the reference will not be disclosed to the applicant unless you give your consent by ticking the box in the Declaration section at the end of the questionnaire.

If, due to company policy, you are unable to use our standard pro-forma, please ensure you quote the candidates name stated at the top of this letter, on your correspondence.

Thank you in advance for your help and co-operation.

Appendix 22b – Reference Request Form (Employment)



Name of Applicant				
Position applied for				
Position involves:	Working with Children/Young People	Yes <input type="checkbox"/> No <input type="checkbox"/>	Working with Vulnerable Adults	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section A – Employment Details (This section can be discussed with the applicant)

Job Role & Key Responsibilities		
Dates of employment	From:	To:
Number of days absence from work in the last two years		

Has the applicant been subject to formal disciplinary/capability procedure? (Where available, please check with your HR department that this information is still appropriate/not "spent" before responding. For posts working with children/vulnerable adults, information should include any actions that may have expired.)

Yes No

If 'Yes', please give details of reasons and actions taken:

If applicable, please give reasons for the applicant leaving your employment (this is particularly important if you are children's services or vulnerable adults service provider):

For posts working with children/vulnerable adults. Please give details of any allegations or concerns that have been raised that relate to the safety and welfare of children/vulnerable adults and the outcome of those concerns.

Section B – Performance (This section will only be discussed with the applicant if authorised)

Please score the applicant on the elements below by ticking the appropriate box:

	Not relevant	Poor	Satisfactory	Good	Excellent
Timekeeping/Attendance	<input type="checkbox"/>				
Reliability	<input type="checkbox"/>				
Professionalism and integrity	<input type="checkbox"/>				
Willingness to take on responsibility	<input type="checkbox"/>				
Self-motivation	<input type="checkbox"/>				
Performance as part of a team	<input type="checkbox"/>				
Willingness to develop in role	<input type="checkbox"/>				
Adaptability to change	<input type="checkbox"/>				
Perseverance/Commitment	<input type="checkbox"/>				
Meeting of agreed targets	<input type="checkbox"/>				
Relationships with colleagues	<input type="checkbox"/>				
Presentation of self	<input type="checkbox"/>				
Overall performance	<input type="checkbox"/>				

Please comment on areas which you have rated as poor:

If relevant, are you completely satisfied that the applicant is suitable to work with children / vulnerable adults?

Yes No

If 'No', please give details:

Would you re-employ the applicant to a suitable vacancy arose?

Yes No

If 'No', please give details:

Further comments or information:

Section C – Declaration

I do not wish the information in Section B to be disclosed to the applicant.

I have no objections to any of the information being disclosed to the applicant.

Signed:	
Print Name:	
Date Signed:	
Name and address of organisation:	
Telephone contact number:	

Thank you for your help and co-operation on completing this reference – please return it to recruitment@sasp.co.uk or, by post, to:

**SASP
Castle Road
Chelston Business Park
Wellington
Somerset
TA21 9JQ**

Appendix 22c – Reference Request Form (Character)



Name of Applicant						
Position applied for						
Position involves:	Working with Children/Young People	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Working with Vulnerable Adults	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Relationship to Applicant: (i.e. Tutor, Coach, Family Friend)			
Duration of relationship	From	To	
Personal Qualities Please list the attributes of the candidate that you feel would make them suitable for the role.			
Your assessment of their suitability to work with children and/or vulnerable adults if applicable to the job role			
Do you know of any reason why we should not employ him/her? If 'Yes', please specify.	Yes / No		
Any general comments you think relevant			

Signed by referee	
Name (please print)	
Date	
Position/Job title	
Telephone number	
Email address	
Name and address of company/organisation (if relevant)	

Appendix 23 – Reference Risk Assessment



Purpose: This risk assessment form is only to be used where a second reference is unobtainable.

In line with SASP's recruitment practice, it is policy to ensure that two references are sought for applicants who apply for a post and stored for the successful candidate.

Name of Applicant				
Position applied for				
Position involves:	Working with Children/Young People	Yes <input type="checkbox"/> No <input type="checkbox"/>	Working with Vulnerable Adults	Yes <input type="checkbox"/> No <input type="checkbox"/>

Reason only one reference can be obtained: (e.g. referee approached but no response, candidate worked for referee too long ago, business/organisation no longer operates)

--

If no second employment reference can be sought, can candidate supply details for a character reference:

--

Does the application form and/or first reference confirm:

- No disciplinary issues.
- No safeguarding allegations/ concerns raised.
- No gaps in previous employment identified.

If the role involves a regulated activity, please confirm a DBS been sought and received? YES

Based on the information in this form, I certify that the offer of employment can commence without two employment references.	
Signed:	
Print Name:	
Date Signed:	
Job Title:	

Appendix 24 – Written Particulars & Terms of Contract (Permanent & Fixed-Term)



WRITTEN TERMS, CONDITIONS & CONTRACT OF EMPLOYMENT

This document sets out the main terms of your employment in accordance with the Employment Rights Act 1996, which together with your offer letter and Employee Handbook form the terms and conditions of your employment with Somerset Activity and Sports Partnership, Castle Road, Chelston Business Park, Wellington, Somerset, TA21 9JQ (referred to as "SASP").

Document Date:						
Employee Name: <i>(Referred to as "you")</i>						
Employee Address:						
Position/Job Title:						
Contract Start Date:						
Continuous Employment (in years)						
Contract End Date: <i>(leave blank if not known)</i>						
Contract Type <i>(e.g. Permanent, Fixed-Term, Open-Ended, Zero-Hours, Casual, Job Share)</i>						
Usual Working Days/Hours:	Day	From (Time)	To (Time)	From (shift)	To (shift)	Total
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Saturday					
	Total					
Annual Salary:	£	per annum	£	per hour		
	<i>(Based on FTE salary of £)</i>					

1. Position:

SASP may amend your duties either on a temporary or permanent basis. You will be notified of any permanent change in writing. In addition to your normal duties, you may be required to undertake additional or other duties as necessary to meet the needs of the business. You agree to devote the whole of your time, attention, and abilities during your hours of work to promote, develop and extend SASP's business and interests. You are required to complete a SASP Employees Declaration of Interest, so that SASP may understand any potential personal, business, employment or financial conflict of interest.

2. Training

You will be required to undertake the following paid training during your employment with SASP:

You may also be required to undertake training opportunities relating to your role during your employment with SASP.

3. Disclosures and Right to Work:

You confirm you are legally entitled to work in the UK without any additional immigration approvals and agree to notify SASP immediately if you cease to be so entitled at any time. SASP will require certain documents from you to satisfy itself you are legally entitled to work in the UK. Your employment may be subject to a satisfactory Disclosure and Barring Service (DBS) check in accordance with the Rehabilitation of Offenders Act 1974 and the Police Act 1997. If the disclosure proves unsatisfactory, SASP reserves the right to withdraw the offer of employment or terminate your employment without notice.

SASP will be responsible for paying the DBS disclosure fee. However, should you leave SASP within one year of your start date, SASP reserves the right to deduct the cost of the disclosure fee from your final payment.

You are further required to inform SASP immediately if at any time during your employment you are charged with or convicted of any criminal offences or are in receipt of any indictments or police cautions. Any such information disclosed to SASP will be processed in accordance with the General Data Protection Regulations (UK GDPR). Failure to notify SASP of any such charges, convictions, indictments, or cautions may result in disciplinary action against you, up to and including dismissal for gross misconduct.

4. Employee Handbook:

The Employee Handbook is available for you to consult via SASP's Company Data, on the Staff Intranet or by requesting a copy from the Office.

5. Probationary Period:

New employees are subject to the satisfactory completion of a three-month probationary period. SASP reserves the right to extend this period at its discretion. SASP will assess and review your work performance during this time and reserves the right to terminate your employment at any time during your probationary period. During the first month of your employment, SASP or you may terminate your employment without notice. After one month's service and up to the satisfactory completion of your probationary period, including any extension to this, either party may terminate your employment by giving one week's notice in writing.

6. Place of Work:

Your main place of work will be:

SASP offer flexible working practices but there is an expectation that some work each week will be done from this location. You may also be required to travel to and work at other sites to be able to fulfil your duties.

7. Hours of Work:

In addition to your normal hours of work, you are required to work any necessary additional hours for the proper performance of your duties. You may be required to work in the evening or at weekends from time to time.

8. Break Entitlement:

If you work a full day (6 hours or more) you are entitled to a 30-minute unpaid break.

9. Pay:

Your salary is payable on the last working day of each month, by BACS, in arrears. Cost of living rises, where agreed, are applied from 1st October each year.

10. Mileage Allowance & Expenses:

Expenses and Mileage Allowance, if eligible, are paid at the prevailing rate advised by SASP, one month in arrears. You are required to submit mileage and expenses claims by the 5th of the month following, to ensure payment is made with your salary. Mileage to and from your usual place of work is not eligible.

11. Deductions:

SASP reserves the right to require you to repay to SASP by deduction from your pay:

- any fines, penalties or losses sustained during your employment, and which were caused through your conduct, carelessness, negligence, recklessness or through your breach of SASP's rules or any dishonesty on your part.
- any damages, expenses or any other monies paid or payable by SASP to any third party for any act or omission by you, for which SASP may be deemed vicariously liable on your behalf.
- the costs of any personal calls made by you on SASP telephones, without prior authorisation from SASP.
- on termination of employment, any holiday pay paid to you in respect of holiday granted in excess of your accrued entitlement.
- any other sums owed to SASP by you, including, but not limited to, any overpayment of wages, outstanding loans or advances, or relocation expenses.
- any deductions otherwise entitled under this contract.
- where you have entered into a separate agreement with SASP, any outstanding costs detailed in the agreement.

You authorise SASP to make any such deductions from any and all monies owing to you by SASP.

12. Pension:

SASP operates a Workplace Pension Scheme which you may be eligible to join. Full details can be obtained from the Staff Handbook.

13. Short-Time Working and Lay Off:

SASP reserves the right to introduce short time working on proportionately reduced pay or a period of temporary layoff without pay (except for any statutory entitlement) where this is necessary to avoid redundancies, where work cannot be performed due to exceptional circumstances, or where there is a shortage of work.

14. Holiday Entitlement:

The holiday year runs from 1st April to 31st March. Your annual holiday entitlement in any holiday year of continuous employment is 25 days plus recognised public holidays. This rises each year of continuous employment by 1 day until a maximum of after 28 days per year plus recognised public holidays is reached. Please note that there is an expectation that leave will be taken between Christmas and the New Year unless a business case can be made.

If you work part-time your annual holiday entitlement will be calculated and applied on a pro-rata basis. SASP recognises the following public holidays, the dates of which may vary from year to year:

New Year's Day	Good Friday	Easter Monday
May Day	Spring Bank Holiday	August Bank Holiday
Christmas Day	Boxing Day	

All recognised public holidays, which fall on a day you would normally work, are to be taken as paid holiday as part of your annual holiday entitlement specified above. You will be paid your basic salary in respect of periods of annual holiday.

You are required to submit annual holiday requests to management as early as possible, normally giving a minimum of one month's notice prior to the requested annual holiday start date. SASP may require you to take all, or part of any outstanding holiday entitlement, and reserves the right not to provide you with advance notice of this requirement.

In the event of termination of employment, you will be entitled to holiday pay calculated on a pro-rata basis in respect of all annual holiday already accrued in the current holiday year, but not taken at the date of termination of employment. If, on termination of employment you have taken more annual holiday than your pro-rata entitlement in the current holiday year, an appropriate deduction will be made from your final payment.

If you are dismissed for gross misconduct, or you fail to give the required notice of resignation, you are not entitled to be recompensed for unused holidays more than the minimum statutory entitlement in the current holiday year. Further details relating to holiday entitlement are set out in the Employee Handbook.

15. Absence Reporting:

You are required to notify your line manager and office manager of your sickness absence. You should do this personally, by telephone, no later than 9.00am. on the first day of absence.

Further details relating to SASP's absence procedure and rules are set out in the Employee Handbook and Staff Absence policy.

16. Sick Pay:

You are entitled to receive up to 5 days leave at normal full pay per year due to sickness or injury. You will be entitled to Statutory Sick Pay (SSP) for any subsequent or further period of absence subject to meeting the required qualifying conditions. If you work part-time your entitlement to leave & pay will be calculated and applied on a pro-rata basis. Further rules relating to the notification of and entitlement to payment in respect of absence because of sickness or injury are set out in the Employee Handbook and Staff Absence policy.

17. Notice:

Following the successful completion of your probationary period, you are required to give [four/twelve] weeks' notice in writing to terminate your employment with SASP. You are entitled to receive the following written notice of termination of employment from SASP:

Length of Service	Notice Period
Less than one month	No notice
More than one month but before end of probation period	One week
End of probation period but less than five years' continuous service	[four/twelve] weeks
Five years or more continuous service	One week per completed year of service up to a maximum of Twelve weeks

SASP may exclude these notice provisions in the event of dismissal for gross misconduct. SASP reserves the right to make a payment in lieu of notice for all or any part of your notice period upon the termination of your employment, regardless of whether notice to terminate the contract is given by you or SASP.

18. Disciplinary & Dismissal Procedure & Appeals:

SASP's Disciplinary & Dismissal Appeals Procedures, Conducts and Standards are set out in the Employee Handbook and Disciplinary Policy. You are strongly advised to familiarise yourself with them. SASP reserves the right to discipline or dismiss you without following the Disciplinary Procedure if you have less than a certain minimum period of continuous service. If you are dissatisfied with any disciplinary or dismissal decision taken in respect of you, you may appeal to a senior manager.

19. Grievance Procedure:

SASP encourages employees to settle grievances informally with their manager. If, however, you have a grievance relating to any aspect of your employment which you would like to be resolved formally, you must set out the nature of the grievance in writing and submit it to your manager. You will have the right to appeal against any decision taken in respect of your grievance. You should submit the written appeal to a senior manager. Further details of the Grievance Procedure are set out in the Employee Handbook and Staff Grievance Policy.

20. Collective Agreements:

There are no Collective Agreements in place affecting the Terms & Conditions of your employment.

21. Health and Safety:

It is your duty and responsibility to familiarise yourself with, and to comply with, SASP's or any third party's Health and Safety policies and procedures. Breach of these rules may result in disciplinary action, up to and including the termination of your employment without notice for gross misconduct.

22. Equality, Diversity & Inclusion

You are required to adopt and demonstrate your commitment to the principles and practice of equality, diversity & inclusion as set out in SASP's Equality and Diversity Policy.

23. Private Vehicle Use:

Where you are required to use your own vehicle to carry out your duties, you must ensure that your vehicle is insured accordingly for business use.

24. Confidentiality:

You agree that during the course of your employment you will have access to Confidential Information belonging to SASP. You shall not at any time during (except in the proper course of carrying out your duties) or after your employment, whether directly or indirectly, disclose to a third party or make use of any Confidential Information. Any company property, and original or copy document obtained by you in the course of your work shall be returned at any time on request and in any event, at the end of this contract.

For the purposes of this section, "Confidential Information" is defined as information, regardless of the format or manner in which it is recorded or stored, which is not within the public domain and which relates to the business, products, finances, affairs, trade secrets, intellectual property, technical data, and know-how of SASP, its clients, customers, or any business contacts whatsoever.

25. Inventions and Intellectual Property:

SASP will own all Intellectual Property and Inventions that you produce in the course of your employment duties absolutely. You agree to sign all documents and carry out all such acts as will be necessary to achieve this. You also hereby waive all moral rights in all work for which the copyright is owned by SASP or will be owned by SASP, further to this section. You hereby irrevocably appoint a

nominee of SASP to be your attorney to execute and do any such instrument or thing and generally to use your name for the purpose of giving SASP or its nominee the benefit of this clause.

For the purposes of this section, "Intellectual Property and Inventions" means lesson plans, patents, trademarks, service marks, registered designs (including application for and right to apply for any of them) unregistered design rights, trademarks or service marks, trade or business names, copyright, or know-how and any similar rights in any jurisdiction.

Rights and obligations under this section in respect of Intellectual Property made during your employment shall continue in force after termination of your employment howsoever caused and will be binding upon your representatives.

26. Data Protection:

It will be necessary for SASP to maintain personal data which is processed for the purposes of your employment, details of which are set out in SASP's Employee Privacy Notice. All personal data you access as an employee of SASP is controlled and/or processed under the General Data Protection Regulations (UK GDPR) and you agree to always abide by these regulations. SASP's Privacy Notice is available on the SASP website.

27. Changes to Terms of Employment:

SASP reserves the right to make reasonable amendments to your terms and conditions of employment. Any changes or amendments to the terms of your employment will be confirmed to you in writing within one month of them taking effect.

28. Acknowledgement:

You acknowledge and agree that you have read, understood, and accept the terms contained within this Contract, have access to a copy of the SASP Employee Handbook and associated policies, which together forms your Contract of Employment.

Employee

Signature:	
Print Name:	
Date Signed:	

For and on behalf of SASP

Signature:	
Print Name & Position:	
Date Signed:	

Appendix 25 – Written Particulars & Terms of Contract (Casual)



WRITTEN TERMS, CONDITIONS & CONTRACT OF EMPLOYMENT

This document sets out terms of the working relationship between you and Somerset Activity & Sports Partnership, of Castle Road, Wellington, TA21 9JQ (referred to as "SASP").

Document Date:	
Employee Name: (Referred to as "you")	
Employee Address:	
Position/Job Title:	
Contract Start Date:	
Contract End Date: (leave blank if not known)	
Contract Type (e.g. Permanent, Fixed-Term, Open-Ended, Zero-Hours, Casual, Job Share)	
Pay:	£ <input type="text"/> per hour

You are a 'Worker' within UK employment legislation.

For the avoidance of doubt, this agreement does not give rise to a relationship of employer and employee. There is no mutuality of obligation whatsoever between you and SASP. This means that SASP is not obliged to offer you work, nor are you obliged to accept any offer of work made by SASP.

1. Job Title:

SASP may offer you work in the capacity of the position/job title above, on a casual basis. Your employment is expected to continue for the duration the post is required or available, or the duration of the project/activity you have been employed to work in is provided by SASP. Previous employment with SASP does not count as part of your period of continuous employment.

2. Disclosures:

You confirm you are legally entitled to work in the UK without any additional immigration approvals and agree to notify SASP immediately if you cease to be so entitled at any time. SASP will require certain documents from you to satisfy itself you are legally entitled to work in the UK. Your engagement may be subject to a satisfactory Disclosure and Barring Service disclosure in accordance with the Rehabilitation of Offenders Act 1974 and the Police Act 1997. If the disclosure proves unsatisfactory, SASP reserves the right to withdraw the offer of work or terminate the engagement without notice.

3. Training

You will be required to undertake the following paid training during your employment with SASP:

You may also be required to undertake other training opportunities relating to your role during your employment with SASP.

29. Place of Work:

Your normal place of work will be:

30. Hours of Work:

Your normal hours of work will vary week to week but will be agreed in advance with your line manager. You will be advised of any break times to which you may be entitled.

4. Pay:

Your Basic rate of pay is:

£.....per hr.

This is paid by BACS on the last working day of each month, one month in arrears, on submission of a timesheet as detailed below.

5. Annual Holidays:

You are entitled to 5.6 weeks paid holiday per year, which equates to 28 days. This is inclusive of recognised public holidays. SASP will make an additional payment equivalent to 12.07% of your hourly fee, for each hour you work, for the annual leave you have accrued and to fully satisfy your holiday entitlement. This additional payment will be separately detailed on your payslip as 'Holiday'.

6. Time Recording:

You are required to complete and submit a monthly timesheet by the 5th of the month following the month of work, to ensure receipt of payment at the correct time and maintain up to date records for tax purposes. You are solely responsible for your own time recording and signing your timesheets. SASP strictly forbids you from falsifying timesheets, completing a timesheet on behalf of another employee or for you to permit another employee to do so on your behalf. Breach of these rules may result in disciplinary action up to and including the termination of your employment without notice for gross misconduct.

7. Mileage Allowance & Expenses:

Expenses and a Mileage Allowance at 25p per mile, if eligible, are paid one month in arrears. You are required to submit mileage and expenses claims by the 5th of the month following, to ensure payment is made with your salary. Mileage to and from your usual place of work is not eligible.

8. Common Law Duties and Conduct:

If you accept any offer of work, you will owe SASP the usual common law duties expected from a Worker, which include:

- Ensuring that your conduct is not detrimental to the interests of SASP
- Ensuring that your services are carried out with reasonable care and skill to a standard reasonably required by SASP
- Complying with SASP's policies, procedures and practices

- Taking all reasonable steps to safeguard your own safety and the safety of any other person who may be affected by your actions at work
- Complying with all reasonable instructions and requests within the scope of the agreed services and duties

You will be required to read, understand and sign a SASP Code of Conduct.

9. Incapacity to Work:

If you are unable to carry out your duties or become sick after you have agreed to undertake work for SASP, you must notify your Line Manager as soon as possible, but no later than the start of the session on the first day of absence. You will only be entitled to Statutory Sick Pay (SSP) if you meet the qualifying conditions – please refer to <https://www.gov.uk/statutory-sick-pay>

10. Pension:

Eligible employees are automatically enrolled into SASP's Workplace Pension Scheme. Full details can be obtained from HR.

11. Notice:

Although there is no formal requirement to give notice of termination of this agreement, both you and SASP agree to inform the other if either decides not to provide work to the other. If you no longer wish to be considered for Casual Work, you should inform your Line Manager as soon as possible. SASP may terminate this contract immediately if it reasonably considers you have committed any serious breach of its terms, or committed any type of gross misconduct. This may include, but not exclusively, dishonesty, theft, fighting, misuse of drugs or alcohol, or any other acts or omissions which might bring the company into disrepute.

12. Deductions:

SASP reserves the right to deduct any outstanding monies due to SASP from your pay. This includes any previous error or overpayment, the costs of damages or losses caused attributable to your negligence, any cash or stock shortages, driving related fines, the cost of personal calls on SASP telephones, and any other monies due to SASP during your assignment.

13. Company Rules and Procedures:

You are always required to comply with the relevant company rules, policies and procedures contained in the Staff Code of Conduct, and as instructed and provided by SASP. You will be required to read, understand, and sign a SASP Code of Conduct.

14. Private Vehicle Use:

Where you are required to use your own vehicle to carry out your duties, you must ensure that your vehicle is insured accordingly for business use.

15. Equal Opportunities and Diversity:

You are required to adopt and demonstrate your commitment to the principles and practice of equality and diversity as set out in SASP's Equality and Diversity Policy, which is available on SASP's website and in the office.

16. Data Protection:

In accordance with the General Data Protection Regulations (UK GDPR), you agree to SASP processing your personal data for the purposes of your employment and performance of this contract, details of which are set out in SASP's Employee Privacy Notice. All personal data you encounter as an employee of SASP is treated under UK GDPR and you agree to abide by these regulations. SASP's Privacy Notice is available on the SASP website.

17. Confidentiality:

You agree that during your assignment you will have access to Confidential Information belonging to SASP. You shall not at any time during (except in the proper course of carrying out your duties) or after your assignment, whether directly or indirectly, disclose to a third party or make use of any Confidential Information.

Any company property, and original or copy document obtained by you in the course of your work for SASP shall be returned at any time on request and in any event, at the end of each contract. For the purposes of this section, "Confidential Information" is defined as information, regardless of the format or manner in which it is recorded or stored, which is not within the public domain, and which relates to the business, products, finances, affairs, trade secrets, intellectual property, technical data, and know-how of SASP, its clients, customers, or any business contacts whatsoever.

18. Collective Agreements:

There are no Collective Agreements in place affecting the Terms and Conditions of your employment.

19. Disciplinary Action:

The Disciplinary Rules which apply to you can be found in the Staff Disciplinary Policy.

20. Grievance:

If you have a Grievance about your employment, the procedure to follow is provided in the Staff Grievance Policy.

21. Acknowledgement:

You acknowledge and agree that you have read, understood, and accept the terms contained within this Casual Worker Written Terms, Conditions and Contract, and have access to a copy of the SASP Employee Handbook, which is available from HR, your Line Manager or SASP Data Files.

Employee

Signature:	
Print Name:	
Date Signed:	

For and on behalf of SASP

Signature:	
Print Name & Position:	
Date Signed:	

Appendix 26 – Welcome Letter



New Staff Welcome Pack

Our
Values



SASP is a values driven organisation, proud of our positive and supportive culture and our focus on improving the health and happiness of those we work with.

Our staff are our most important asset and key ambassadors to both our partners and the community so it is important to me that this value is reflected in the policies and procedures that we treat our staff with.

With so many staff, working across so many places, it is important that everyone knows what they are entitled to and that policies are applied equally to everyone across SASP, regardless of grade or line manager.

We hope that you find what you are looking for within the Induction Pack and Employee Handbook, however if you have questions about any area please do contact your line manager, the Office Manager or myself

Jane Knowles, CEO

Passionate

We are passionate about the power of physical activity and sport to build communities and a sense of belonging to improve the quality of people's lives in Somerset.

Inclusive

We believe everyone, regardless of gender, age, culture, affluence or ability should feel welcome to participate in sport and physical activity wherever they choose to go.

Dedicated

We are dedicated to connecting Somerset residents to opportunities to be active in ways that feel good to them, offering the best chance to sustain involvement in and enjoyment of moving.

Inspiring

We lead from within, uplifting communities and individuals to integrate physical activity into their work as an essential part of everyday life.

Connected

We believe that we do things best together, building togetherness and respect and encouraging mutual support within our work.

General Information



To get to know SASP little better, take a look at our website (www.sasp.co.uk), and meet the team before your first day (www.sasp.co.uk/meet-the-team)

We also have a presence on Facebook, Twitter, Instagram and YouTube, visit our pages and posts to see what SASP have been up to in Somerset.



Staff meetings are held every month on Teams. Your Line Manager will let you know the next meeting date during your induction. We look forward to seeing you there!

We are a physical activity and sports charity, so sportswear, or smart but casual wear are both fine ([no ripped jeans please](#))



SASP mainline
01823 653990

Office staffed from
9.00am-4.00pm



For HR Enquiries
HR@sasp.co.uk

For Pay Enquiries
Accounts@sasp.co.uk



If you have any questions, please just ask! Your Line Manager will be your first point of contact - but we are all here to help.



SASP Offices:
Somerset Activity and
Sports Partnership
Castle Road, Chelston Business Park
Wellington, Somerset, TA21 9JQ



We encourage active travel and have a shower facility should you choose to travel in by bike, or walk.



If using public transport or driving please take a look at this link for your most environmentally friendly way to get into the office.
<https://travel.yousmartthing.com/>



We are working hard to reduce our impact on the environment, by reducing our car journeys and carbon emissions. We hope you can join us on this carbon reducing journey.

Your First Days

Your first days will include the following...



Welcome by Line Manager. Your Line Manager will meet you on your first day to begin your Induction.



A tour of the SASP Offices (If your role is based at another location, a separate tour will be provided).



Meet with HR to complete and check any outstanding documentation/forms. Please ensure you bring your ID documents with you on your first day.



Receive and sign for any ICT that is required for your role at SASP e.g. Laptop/Mobile Phone. Receive and sign for your SASP uniform (or place order for uniform if not in stock).



Meet with Finance Manager/Finance Assistant and receive induction relevant to your role, as well as processes for claiming expenses, pension & pay information.



Welcome by CEO/Deputy CEO of SASP, including a brief outline of the staffing/project structure at SASP and Equality, Diversity, Inclusion & Dignity at Work.



Meet with Communication Manager (or relevant Team Member) for an overview of Communications at SASP and processes relevant to your role.



Meet with Safeguarding Lead and receive Safeguarding Training.



Meet with Business Support Manager for Health & Safety introduction and Fire Evacuation Procedure induction.



Line Manager to explain job role/responsibilities in addition to training needs and reporting line.

Onboarding Schedule

W/C	Monday	Tuesday	Wednesday	Thursday	Friday

Appendix 27 – Property Disclaimer Form

Property Disclaimer

Laptop & PC

All laptops and P.C.'s remain the property of SASP and in the event of loss or theft of either the Laptop, P.C. or any information contained on them, you must let the Office Manager know immediately. If damage to the laptop or P.C. occurs at any time you will be held responsible and may be liable to pay for any repairs which are not covered by everyday wear and tear. You will be liable for payment of any second or subsequent damage.

You will be held responsible for any loss or theft of IT equipment where you have been negligent in its care. In public and open spaces, it must be used and kept securely at all times and not left unattended. Be aware of what can be heard and seen around you. In an unavoidable situation e.g., in your car, it must be locked, out of sight, and not left overnight. You should make SASP aware of any mitigating circumstances in any case.

Any Personal or Sensitive Data must be stored securely on the SASP Server, which can be accessed by logging into your SASP account. **No Personal or Sensitive Data should be stored on this Laptop or P.C.** All SASP laptops, P.C.'s and peripheral equipment must be returned to SASP if you leave the Partnership. **Do not let anyone other than SASP employees use the laptop or P.C.**

Keys

All keys remain the property of SASP and in the event of loss or theft please let the office hub staff know as soon as possible. All keys must be handed back to SASP if you leave the Partnership.

Do not have extra keys cut without authorisation from CEO or Office Manager.

I hereby acknowledge receipt of _____ laptop/PC and have read the conditions above.			
Supplied	Name	Employee	On behalf of SASP
Laptop/ PC Device name			
Peripheral Equipment			
Signature			
Print name			
Date			
Returned			
I hereby acknowledge receipt of key / keys.			
Signature			
Print name			
Date			
Returned			

SASP Company Mobile Phone Policy

You have been provided with a mobile phone for your employment with SASP.

Model:	
Minutes UK calls	01,02,03, any UK mobile numbers and 0800 and 0808 numbers are included as part of your call plan. 2000 landline + 2000 mobile minutes.
Unlimited texts	
Data	Your phone has access to 4GB of data per month.

Your mobile phone should make a positive contribution to your work for:

- making or receiving work calls in the appropriate place and situation to do so.
- work-related communication, such as text messaging or emailing, in appropriate places and situations.
- scheduling and keep track of appointments, work tasks and contacts
- carrying out work-related research.

In order to prevent unauthorised access, devices must be password protected using the features of the device. The device must lock itself with a password or PIN if it is idle. Your phone back-up options should be set to OFF to prevent data being transferred to unknown storage facilities in the cloud, apps or shared connected devices. Personal data such as photographs and documents should be downloaded to secure SASP storage as soon as is reasonably possible, and within no longer than 1 week, then deleted from your phone.

In general, mobile phones should not be used when they could pose a security or safety risk, or when they distract from work tasks. This may include but is not limited to:

- use whilst driving or operating equipment
- gaming, movies/tv, unrelated internet searches and downloads
- personal tasks and calls
- recording confidential information

SASP has the authority to manage all devices, can request usage information without employee approval, and reserves the right to remove or replace the phone provided to you. You may be liable for any charges incurred where used for non-business or non-emergency calls and data use. Continued inappropriate use of mobile phones may lead to having mobile phone privileges revoked. Use for illegal or dangerous activity, for purposes of harassment, or in ways that violate SASP policies and GDPR may result in disciplinary action and /or employee termination.

All mobile phones remain the property of SASP and in the event of loss, damage or theft please let the Office Manager know as soon as possible. You will be liable for all costs due to your negligence.

All mobile phones must be handed back to SASP if you leave the Partnership.

I hereby acknowledge receipt of 1 mobile phone, and have read and understood the conditions of use above:		
Telephone Number		
Employee Signature	Print name	Date
Signature on behalf of SASP	Print name	Date
Signature – phone returned to	print name	Date

Appendix 28 – Checklist (SASP Post-Start)

Staff Name:		Job Title:	
Start Date:		Line Manager:	
Hours:		Working Days:	
Date of 1 st month Review		Probation End Date:	

HR (Core Office)	Completed?	Comments
Check RTW original documents		
Collect Applicant checklist & check its complete		
Check pre-start checklist & address any issues		
DBS – Await certificate & complete 'Record of Disclosure Certificate'		
Issue any property and sign Disclaimer Form		
Add to Staff Portal and issue activation email		
Explain process for: Annual Leave Timesheets Expenses Order Forms		
SASP	Completed?	Comments
Tour of SASP main offices		
Welcome from CEO/Deputy CEO - SASP overview - Project structure - Equality, Diversity & Inclusion		
Health & Safety (Core Office)	Completed?	Comments
Health & Safety at SASP - Fire Evacuation & Procedures - Security procedures - Reporting H&S issues - Work breaks		
Employee Support		
DSE workplace assessment planned (if applicable)		
Communications	Completed?	Comments
Introduction from Comms Team member		
Take photograph for website		
Line Manager	Completed?	Comments
Initial discussion role/responsibilities/workplan		
Arrange Active Partnerships New Staff Induction Session (create employee account and attend next available session via www.activepartnerships.org)		
Arrange Safeguarding Training		
Arrange any role-specific training		
Schedule date for 3-month probation review and send calendar invite to HR@sasp.co.uk		

Do you have any further needs which you feel should be met in order for you to complete your induction into SASP?

How could your induction have been improved?

Signed (Employee)

Signed (Line Manager)

1 month Review meeting date:

Appendix 29 – DSE Assessment (if applicable)



DISPLAY SCREEN EQUIPMENT (DSE) SELF-ASSESSMENT FORM

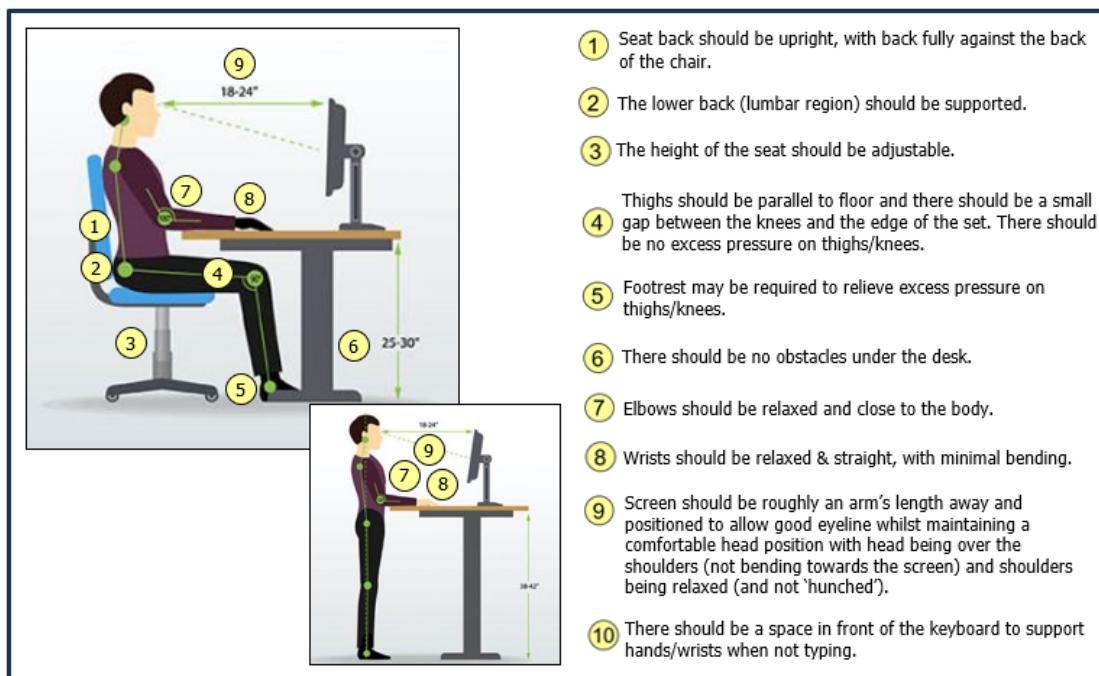
This form is to be completed by DSE users i.e. a worker who uses DSE (Display Screen Equipment) daily and for continuous periods of an hour or more. Please answer all questions, sign, and date on the final page and, when completed, return this form to HR@sasp.co.uk.

This DSE Self-Assessment Form **should be completed by staff working in the SASP offices** / Beach Gym – where all 'hot-desks' have been set up with the following standard equipment:

- Screen / stand (height adjustable)
- Keyboard
- Mouse

This form **should also be completed by staff who work from home**. As flexible working is not compulsory, whilst SASP will be able to assist with providing basic equipment, we may not be able to provide all equipment necessary to work from home. For example, if you require a screen, mouse, keyboard, footrest or other small-scale item, SASP can provide these. However, if you require a desk or adjustable chair for home-working, SASP will be unable to provide these larger items. Under these circumstances, if an employee cannot work safely from home, SASP would recommend that the employee works from the SASP offices, where the equipment is standardised and fully adjustable.

The following questions will allow you to assess your workspace and request any adjustments – the picture below gives a quick introduction to how all employees should set-up their workspace.



All details given will be treated in confidence, without prejudice and in strict accordance with The General Data Protection Regulation. This assessment is generated in accordance with the Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

Employee Name:	Job Title:
Location of Workstation:	Date:

Q	Question	Y/N	Comments
1	Is the heat level comfortable in your working environment?		
2	Does the air feel comfortable in your working environment?		
3	Is the noise level comfortable in your working environment?		
4	Is the lighting satisfactory in your working environment?		
5	Are there windows in your working environment fitted with a suitable covering to allow you to adjust the light falling on your workstation?		
6	Is your screen free from glare and/or disturbing reflections?		
7	Does your screen have a stable image with easy-to-read characters?		
8	Is there adequate contrast between the screen's text and background?		
9	Is your keyboard free from reflective glare?		
10	Does your keyboard have easily readable characters?		
11	Is your work surface free from reflective glare?		
12	Is your work surface sufficiently large enough for all necessary equipment?		
13	Is there enough space in front of your keyboard for you to rest your hands whilst using it?		
14	Is your Mouse/Trackball positioned close enough to you so that you don't have to stretch or overreach whilst using it?		

15	Is your Document Holder stable, adjustable and positioned to avoid uncomfortable head and eye movements?		
16	Is your work chair stable and sufficiently adjustable to allow freedom of movement and a comfortable sitting position?		
17	Whilst sitting, are you able to place your feet comfortably flat on the floor?		
18	Do you have enough legroom to allow you to move freely?		
19	Is the software you are using suitable for the task & your level of experience?		
20	Do you have regular breaks or changes in activity throughout your working shift?		
21	Whilst using your DSE, do you experience neck pain?		
22	Whilst using your DSE, do you experience shoulder pain?		
23	Whilst using your DSE, do you experience back pain?		
24	Whilst using your DSE, do you experience hand pain?		
25	Whilst using your DSE, do you experience wrist pain?		
26	Whilst using your DSE, do you experience elbow pain?		
27	Whilst using your DSE, do you experience eyestrain?		
28	Whilst using your DSE, do you experience pain elsewhere?		

END OF ASSESSMENT

Employee Declaration

To the best of my belief and understanding, the answers that I have given on this document are accurate and true; my signature shall act as confirmation of such.

Name (please print):	
Signature:	
Date:	

Assessor Use Only				
Assessment Checked By:	Name:		Date:	
Further Action Required?	Yes		No	
Action Details		Completed By		Date

Important: The DSE User, to which this document refers, will need to be reassessed if:

- There is a considerable change to the work task, equipment, software, furniture, or environment.
- There is reason to suspect that this assessment is no longer valid

Or

Appendix 30 – 1st Review (end of month 1)



REVIEW MEETING (END OF MONTH 1)

This form should be completed by the end of month 1. Both the Line Manager and the postholder should meet to discuss progress and both should be fully involved in its completion. Once completed, a copy should be given to the postholder, and a copy sent to HR to be placed on the employee's personnel file.

Name:		Date of Appointment:	
Job Title:		Staff Reference No.	
Work Location:		Line Manager:	

Is the postholder happy that all the topics within the Induction have been fully covered? Detail any topics which have either not yet been covered or fully understood. Outline the action required and timescales. Have any immediate training or development needs been identified? If so, please detail how these will be met?			
Is the post holder aware of procedures in relation to safeguarding and clear about who they should raise any concerns about safeguarding with?			
Detail any issues or concerns that have been raised by the postholder during month 1 of their induction. Detail what action has been / will be taken to address these.			
Is any further information required? If so what, how and when will this be achieved?			
Can the first month of induction be signed off as completed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Appendix 31 – Formal Probation Review (end of Month 3)



FORMAL PROBATION REVIEW MEETING (END OF MONTH 3)

Both the Line Manager and the employee should meet to discuss progress and both should be fully involved in its completion. Once completed, a copy should be given to the postholder and a copy sent to HR to be placed on the employee's personal file.

Name:	Date of Appointment:
Job Title:	Line Manager:
Work Location:	Date of 1 st Review:

If the induction topics were not previously signed off, have all outstanding induction topics from the previous review now been fully covered and understood? If not, please provide details and agreed actions.

Is the post holder aware of the procedures in relation to safeguarding and clear about who they should raise any concerns with?

Detail any issues or concerns that have been raised by the postholder since their last review. What action has / will be taken to address these and how / when?

Is the postholder positively contributing towards the work of the team/SASP? Outline any areas requiring further clarification and how this will be achieved.

Outline the areas in which the postholder is performing well and where their strengths lie, including any key achievements.

Are there any specific areas for improvement? If so, outline what these are, the support required to make improvements and how these will be jointly addressed and monitored.

If any key targets or actions were agreed during the last review, what progress has been made against these? If targets remain outstanding, provide reason and how and when these will be achieved.

What are the key objectives or targets for the postholder moving forwards? What support is required and how will progress be jointly addressed and monitored?

Is additional training, development or support required to achieve the improvements or key objectives above?

Describe the postholder's working relationships (colleagues / Managers / service users / customers) identifying any positive areas or areas for improvement. Outline any action required and timescales.

Are there any concerns about the postholder's attendance level (punctuality, reliability, or sickness)? If so, outline these and how they are being jointly addressed.

Are there any Health, Safety or Welfare matters? If so, outline these and how these are being jointly addressed.

How is the postholder managing their workload and work/life balance?

Does the postholder understand their responsibilities for equalities and diversity? Detail any area where they have demonstrated good practice / areas for increased awareness and how these will be addressed.

Does the postholder feel able to raise any concerns they have, or to challenge harassment, discrimination, or other inappropriate behaviour? If not, how will this be addressed?

Are there any outstanding issues to address before the postholder is confirmed in post? If yes, outline these and the agreed action and timescales for improvement. How will this be monitored? (Attach a separate action plan if necessary). (Advice should be sought from HR)

General comments or observations from **Line Manager**

Line Manager to complete:

I confirm that the probationary period has been satisfactorily completed. The next meeting will form part of the annual staff appraisal process.

OR

I confirm that the probationary period has been satisfactorily completed, however there are outstanding queries/needs from the postholder. These will be reviewed on _____

OR

I am unable to confirm that the probationary period has been satisfactorily completed to date. I have identified areas for further improvement and discussed these with the employee, along with the need to extend the probationary period for a further _____ month(s).

A provisional date for the Extended Probation Review meeting is: _____ / _____ / _____

Signed:

Date:

General comments or observations from **postholder**

Signed:

Date:

General comments or observations from **Senior Line Manager (if applicable)**

Signed:

Date:

Appendix 32 – Letter: Successful Completion of Probation Period

Dear

SUCCESSFUL COMPLETION OF PROBATIONARY PERIOD

Following your Formal Probation Review Meeting held at the end of Month 3 on (date), I am writing to confirm that you have successfully completed your probationary period of employment.

Your next formal review will be as part of the Annual Staff Appraisal process, please see the Staff Appraisal Policy for further information. However, you will receive regular check-ins and can contact me at any time if you have any questions, concerns or needs.

I would like to take this opportunity to congratulate you and thank you for your contribution during your first 3 months of employment. I hope you will continue to enjoy working here at SASP.

Yours sincerely

Name of Line Manager

Appendix 33 – Letter: Extension of Probation Period

Dear

CONFIRMATION OF EXTENSION TO PROBATIONARY PERIOD

I write to confirm the outcome of your recent review meeting (1 month).

This meeting was held to discuss and review your performance during your probationary period to date.

During this meeting I made you aware there are some on-going concerns in relation to your performance, which are detailed in the enclosed copy of the review form. In summary we agreed the following targets / areas for improvement:

Detail these as required

To help you successfully achieve these targets the following support was agreed for you:

Detail the support, additional training or development identified.

We also acknowledged (*detail any points, concerns or mitigating circumstances raised by the employee*) which I appreciate may be impacting upon your performance at present. *Detail how these issues are being jointly managed and what action has been agreed.*

The outcome of this meeting is that I am currently unable to confirm that you have satisfactorily completed your probationary period. To provide you with additional time to demonstrate your suitability for the post and make the required improvements we discussed the option of extending your probationary period. We agreed an extension period of **1/2/3 (delete as applicable)** month(s) to take effect from **[date]**. To indicate your acceptance of the extension period, please could you sign the note at the foot of this letter and return one copy to me. The other copy is for you to keep.

It is important for you to understand that you will be expected to demonstrate your suitability for the post during this extension. If you fail to achieve the standards required as set out above / in the enclosed probationary review form / improvement plan we will unfortunately be unable to confirm you in post and your employment will be terminated. Should this be the case you will be entitled to 1 weeks' notice.

As agreed, I will hold weekly informal review meetings with you to monitor your progress. Your final formal probationary review meeting will be held on **[date]** and to ensure you feel supported you can be accompanied by a workplace colleague of your choice, if you so wish.

I hope the support mechanisms I have put in place will lead to the successful completion of your probationary period. I am also pleased to note your intention and commitment to achieve the required standards. I appreciate that this is an anxious time for you and wish to reassure you that we will support you where possible to make the required improvements. Meanwhile, if you have any concerns or queries, please don't hesitate to contact me. If you require any additional support then you may find our Employee Assistance Programme; New Leaf, useful. Please ask HR for further details.

Yours sincerely
Line Manager Name

Appendix 34 – Final Review (Extended Probation Period)

FINAL FORMAL PROBATION REVIEW MEETING

Both the Line Manager and the employee should meet to discuss progress, and both should be fully involved in this form's completion. Once completed, a copy should be given to the postholder, and a copy sent to HR to be placed on the employee's personal file.

Name:	Date of Appointment:
Job Title:	Line Manager:
Work Location:	Date of 1 st Probation Review:

If the induction topics were not previously signed off, have all outstanding induction topics from the previous review now been fully covered and understood? If not, please provide details.
Is the post holder aware of the procedures in relation to safeguarding and clear about who they should raise any concerns about child protection and safeguarding with?
Detail any issues or concerns that have been raised by the postholder since their last review. What action has been taken to address these and how / when?
Regarding any key targets or actions that were agreed during the last review; what progress has been made against these? If targets remain outstanding, provide the reason.
Has there been sufficient improvement to confirm the postholder in post? If not, please provide details. <i>(If the answer to the above is 'No' please proceed to the decision section. If the answer is 'Yes', please continue with the rest of the form).</i>
Outline the areas in which the postholder is performing well and where their strengths lie, including any key achievements.

Are there any specific areas for improvement? If so, outline what these are, the support required to make improvements and how these will be jointly addressed and monitored.
What are the key objectives or targets between now and the postholder's next review as part of the standard appraisal process? What support is required and how will progress be jointly addressed and monitored?
Is additional training, development or support required to achieve the improvements or key objectives above?
Are there any Health, Safety or Welfare matters? If so, outline these and how these are being jointly addressed.
How is the postholder managing their workload and work/life balance?
Does the postholder understand their responsibilities for equalities and diversity? Detail any area where they have demonstrated good practice / areas for increased awareness and how these will be addressed.
Does the postholder feel able to raise any concerns they have, or to challenge harassment, discrimination, or other inappropriate behaviour? If not, how will this be addressed?
Are there any outstanding issues to address before the postholder is confirmed in post? If yes, outline these and the agreed action and timescales for improvement. How will this be monitored? (Attach a separate action plan if necessary). (Advice should be sought from HR)

General comments or observations from **Line Manager**

DECISION (Line Manager to complete):

I can confirm that the probationary period has been satisfactorily completed and the employee is suitable for the role. I have sent a letter to the employee confirming the successful completion of their probation

OR

I am unable to confirm that the probationary period has been satisfactorily completed. Due to exceptional circumstances I have decided to extend the employee's period of probation for 1/2/3 (delete as applicable) month/s. I will hold regular review meetings with the employee during this time and hold a further final review meeting on date: _____ to confirm if sufficient improvement has been made for me to confirm either the successful completion of their probation or if not, their termination

OR

I am unable to confirm that the required standards have been met by the employee during the probationary period. I have advised the employee that they have been unsuccessful in completing their probationary period and provided them with the reasons why they have demonstrated they are not suitable for the job. I have met with the employee (who was given the option to be accompanied by a work colleague) and I was accompanied by a Senior Manager and a HR advisor. The outcome of the meeting was that a decision was made to terminate the employee's employment on date: _____. The employee was informed at the meeting they had the right to appeal against the decision made.

Signed:

Date:

General comments or observations from **postholder**

Signed:

Date:

General comments or observations from **Senior Line Manager (if applicable)**

Signed:

Date:

Appendix 35 – Letter: Unsuccessful Probation Period (Termination)

Dear

NOTIFICATION OF UNSUCCESSFUL COMPLETION OF PROBATIONARY PERIOD & TERMINATION OF EMPLOYMENT

I am writing to confirm the outcome of your final / extended final probationary review meeting, which was held on (date of meeting) with myself and (names of any others present). You were accompanied by (name of work colleague if applicable).

During this meeting we discussed your overall performance during your probationary / extended probationary period and whether you had made the required improvements to satisfactorily achieve the targets agreed with you at your previous review meeting(s). Please find enclosed a copy of the final review form for your information.

After careful consideration of all the facts presented the decision was made that you had unfortunately not been successful in completing your probationary period for the reasons detailed below:

Detail each target / improvement area previously agreed and how the employee has performed against these.

The decision was therefore made to terminate your employment with effect from (date).

You are entitled to receive 1 weeks' notice.

You will not be required to work during this period and you will be paid in lieu of notice (delete if applicable).

Your final salary will also include any other payment due to you including any accrued holiday payments. These monies will be paid direct into your bank account and a final payslip and P45 will be sent to your home address.

You have the right of appeal against this decision by writing, stating the reason for your appeal, to HR@sasp.co.uk within 10 working days of receiving this letter.

Yours sincerely

Line Manager

Appendix 36 – DBS Disclosure Guidance

Employers can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

DBS filtering rules were first introduced in 2013 when amendments were made to legislation that affected both what an employer can ask an individual in relation to convictions and cautions (for example a self-declaration on an application form of 'do you have any convictions'), and what is disclosed on a Standard or Enhanced DBS certificate.

These rules were updated in November 2020 with the main changes being: warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Applicants should be given the opportunity to declare any convictions prior to the return of the DBS and the recruitment application form provides an initial opportunity for this.

The different types of DBS check are:

Enhanced disclosure with barred list check for regulated activity (Children)

– must be used when it is proposed that someone will undertake regulated activity relating to children. This involves a check of the police national computer, police information and the children's barred list.

Enhanced disclosure with barred list check for regulated activity (Adults) –

must be used when it is proposed that someone will undertake regulated activity relating to adults. This involves a check of the police national computer, police information and the adults' barred list.

Enhanced disclosure with barred list check for regulated activity (Children and Adults) – must be used when someone is undertaking regulated activity

relating to both children and adults. This involves a check of the police national computer, police information and the children's and adults' barred list.

(Note: For any enhanced DBS disclosure with barred list check the role must fall within the post-2012 definition of 'regulated activity' within the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. For such roles, it is an offence to employ someone who is barred and therefore a disclosure must be obtained before the employment commences.)

Enhanced disclosure – should be used where someone meets the pre-September 2012 definition of regulated activity. This involves a check of the police national computer and police information, but not the children's or adults' barred lists.

Standard DBS disclosure – used primarily for people entering certain professions such as members of the legal and accountancy professions. These involve a check of

the police national computer and do not include a check of police information or the children's or adults' barred lists.

Basic Disclosure – are used primarily for people who share or access 'Official' or sensitive personal information. Basic Disclosures will also be used in recruiting to support posts with access to personal sensitive information but no regular contact with service users.

Restrictions on eligibility for disclosure checks

Organisations cannot apply for a disclosure check for someone who is under 16 years old.

What the different checks mean:

Basic DBS check – this provides details of convictions and conditional cautions considered to be 'unspent' under the terms of the Rehabilitation of Offenders Act 1974.

Standard DBS check – this provides information about convictions, cautions, reprimands, and warnings held on the Police National Computer (PNC), regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out.

Enhanced DBS check – this provides the same information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC) as a Standard DBS check, plus additional information held by police such as interviews and allegations. Additional information will only be disclosed where a chief police officer reasonably believes it to be relevant and considers that it ought to be disclosed. The position being applied for/or activities being undertaken **must** be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and by provisions in the Police Act 1997 (Criminal Records) Regulations 2002.

Enhanced DBS check with Childrens/Adults barred list information – where people are working or seeking to work in regulated activity relating to children/vulnerable adults, this allows an additional check to be made, about whether the person appears on the barred list, along with a check of the Police National Computer records plus additional information held by police as above. The position being applied for, or activities being undertaken **must** be eligible for an enhanced DBS check as above and be for a purpose listed in the Police Act 1997 (Criminal Records) (No2) Regulations 2009 as qualifying for a barred list(s) check. In addition, this check **can** also include information as to whether an individual is subject to a section 128 direction.

Eligibility for Basic Disclosures Checks

For basic disclosures that are required as part of the Baseline Personnel Security Standards, eligibility will be determined by the need to share 'Official – Sensitive' or sensitive personal information either directly inside a system on the Public Services Network (for example Tell Us Once), or via secure e-mail that carries the 'Official-Sensitive' marking. All e-mail using the category of "Official – Sensitive" used to exchange very sensitive information with the Police, NHS, Probation, Courts, Cabinet Office, DWP or HMRC will be sent over the Internet rather than the PSN network and will automatically use 'TLS' – Transport Layer Security to encrypt and protect data

sent between the Council and other secure partners. The Council will continue to use an email encryption software (or an alternative protective marking system) to protect data in e-mail messages sent to other organisations or individuals.

Basic disclosures will also be required for staff who do not directly access PSN or HSCN systems but will have access to systems containing PSN originating data. That is 'Official- Sensitive' or sensitive personal information put into local SCC systems from users on the PSN or HSCN network, for example, Business Support Staff in Children's and Adults' Services who access their respective information systems.

Before a basic criminal record check is requested, recruiting managers must assess whether the employee will access 'Official – Sensitive' or sensitive personal information through systems directly on the Public Services Network (PSN), Health and Social Care Network (HSCN) or via secure e-mail with the Police, NHS and other local authorities. A basic disclosure is mandatory for such work.

If an employee has already been cleared via a higher-level disclosure check i.e. a DBS check then a basic disclosure is not necessary.

Basic disclosures do not provide information about 'spent' convictions.

All candidates should be asked to provide documentary evidence of their identity to satisfy DBS requirements, i.e. either a current driving licence or passport including a photograph, or a full birth certificate, plus documents such as a utility bill or financial statement that shows the candidate's current name and address, and where appropriate change of name documentation. More information can be obtained from the Disclosure and Barring Service Website - <http://carecheck.co.uk/>.

DBS online update service

SASP does not currently promote use of the DBS online update service because new information concerning convictions, cautions and reprimands can take up to 9 months to be recorded on the DBS database. SASP will, therefore, always require applicants for eligible positions to apply for a new DBS disclosure.

Existing staff

It is recommended that a DBS check is carried out on existing or returning staff:

- Every 3 years during the course of employment;
- If a person moves from a post that was not regulated activity into work that is regulated activity;
- If a person has a break in service of more than 3 months.

Starting regulated activity (employment) before the DBS check is complete.

A member of staff can work in regulated activity, as set out above, before his/her DBS certificate has come through, provided that he/she is supervised and has also undergone other required checks, including a separate barred list check. A "clearance risk assessment" must be completed prior to the individual starting work confirming the outcome of the required checks are pending and a template assessment can be found in Appendix 2.

DBS Certificate Contents

If a DBS disclosure certificate reveals criminal background information which may render the applicant unsuitable for the post the recruiting manager or Headteacher must discuss the situation with the applicant in line with the DBS code of practice and complete a Suitability Assessment Form.

The applicant must be asked to provide details of the circumstances, sign the completed Suitability Assessment Form to verify the information provided and give permission for the risk assessment to be stored securely (and later destroyed) in accordance with the policy on the secure storage, handling, use, retention and disposal of disclosures and disclosure information.

In these instances, a Suitability Assessment Form is required to support a determination as to the risk of employing (or continuing to employ) an individual and what safeguards, if any, would need to be introduced to manage that risk.

In accordance with the Rehabilitation of Offenders Act a criminal conviction should not automatically prevent an individual from working with SASP.

In general, criminal records relating to drug misuse/trafficking, violent or abusive conduct, offences of a sexual nature and serious offences of dishonesty would be strong contra-indicators of suitability. However, consideration should be given to the circumstances of the offences (time since they occurred, personal circumstances at the time, isolated incident or repeat offending) and the applicant's subsequent conduct and attitude towards the crimes.

Managers should also ensure that other pre-employment checks have been completed and are properly considered alongside disclosure information. For example, references have been obtained and considered, gaps in employment history have been identified and explored with the applicant. Other checks such as ID check and right to work in the UK are also part of this process.

Managers must consider the following in relation to criminal background information:

- the requirements of the role and the level of supervision the individual will receive;
- the seriousness of the offence/issue raised and its relevance to the safety of employees, service users, clients or property;
- how relevant the offence is to the role to be undertaken;
- how much time has elapsed since the offence was committed and whether it was a one-off incident or part of a history of offending;
- whether the individual's circumstances have changed since the offence was committed making re-offending less likely;
- whether the individual was open and transparent about their past and declared their criminal background prior to receiving the disclosure certificate;
- the applicant's attitude towards their past criminal conduct.

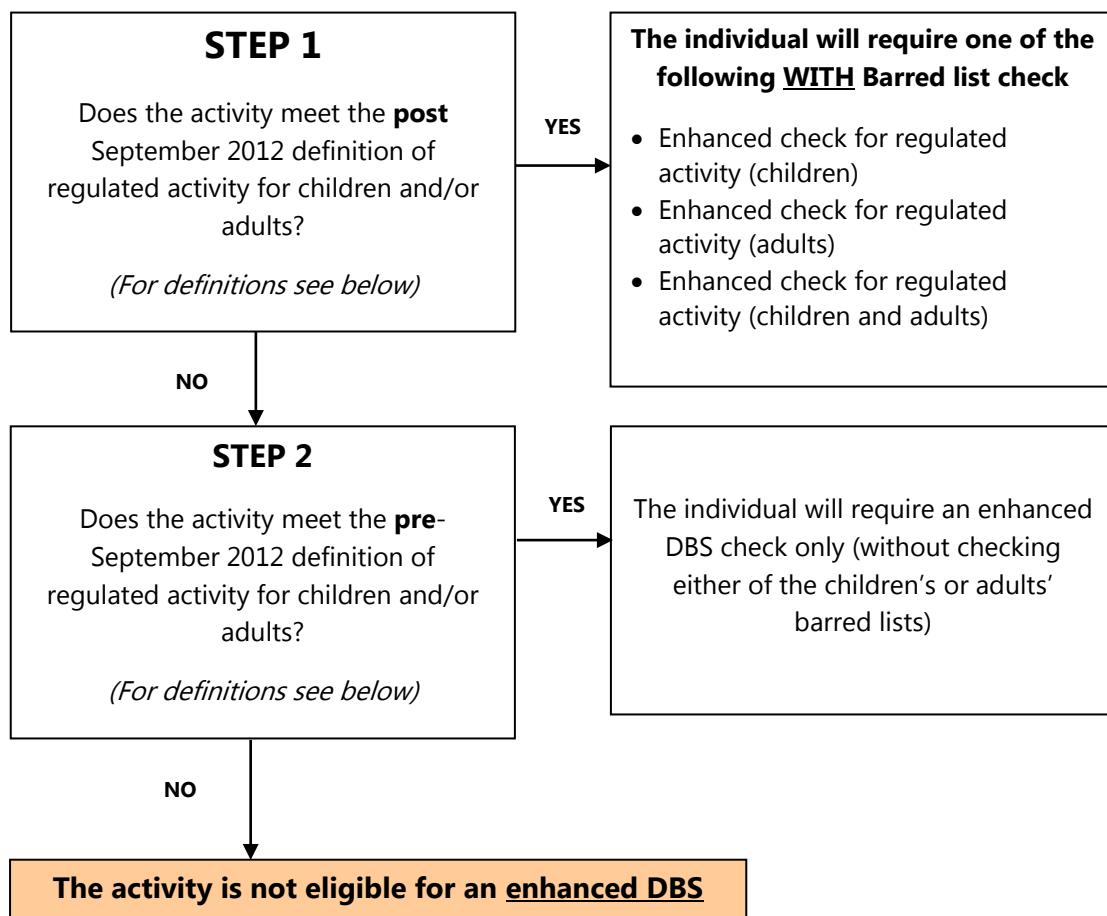
Appendix 36a – DBS Disclosure Key Definitions/Flowcharts

These diagrams are designed to help you to identify if a check is required and if it is, if a check of the barred lists for adults or children should be included.

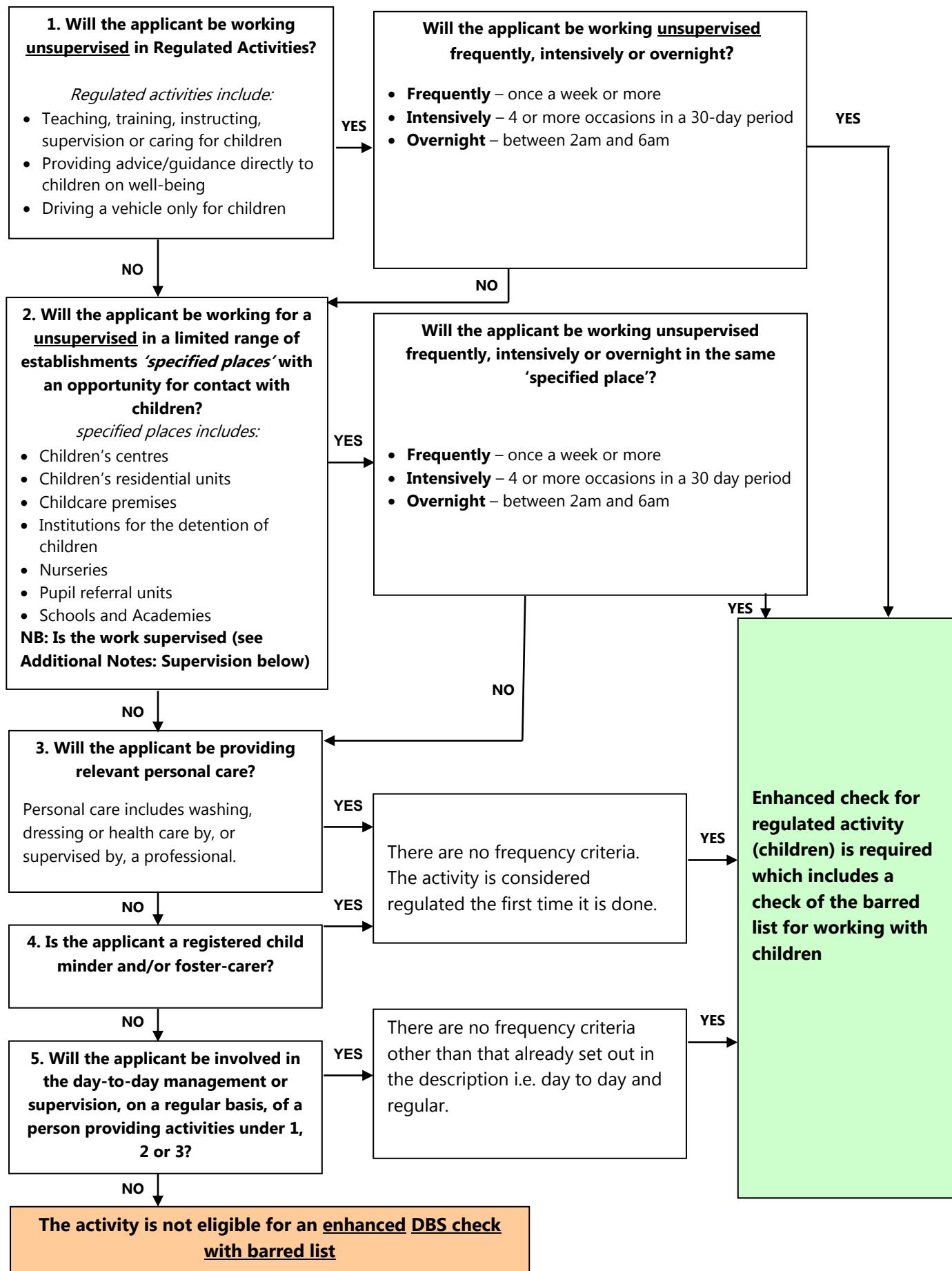
These definitions have been developed by the Home Office in consultation with the Disclosure and Barring Service (DBS), Independent Safeguarding Authority (ISA), Department of Health (DoH) and Department for Education (DfE). The legislation underpinning these definitions is the Safeguarding Vulnerable Groups Act 2006 (SVGA) as amended by the Protection of Freedoms Act 2012.

SASP has a duty to ensure it is not unnecessarily undertaking checks which could result in a breach of the Rehabilitation of Offenders Act 1974 (Exceptions) 1975.

The steps needed to establish if an enhanced DBS check is required



Regulated activity relating to **CHILDREN (Post September 2012 definition)**



Regulated activity relating to **ADULTS** (Post September 2012 definition)

Regulated activity relating to adults identifies activities which, if an adult needs them, lead to that adult being considered vulnerable at that time. There is not a requirement to perform the activity more than once to qualify as a regulated activity. If an activity meets one of the definitions below, the person performing the activity will require an enhanced DBS check, with an adults' barred list check, as will anyone who provides the day to day management or supervision of that person.

1. Providing Health Care**

A health care professional providing health care to an adult, or anyone who provides health care to an adult under the direction or supervision of a health care professional (see Additional Notes: Health Care below).

YES

↓ NO

2. Providing personal care

- a) Providing physical assistance with eating or drinking, washing, bathing, dressing, toileting, oral care or care of the skin, hair or nails. The assistance must be provided because of age, illness or disability.
- b) Assists, prompts and supervises an adult who, due to age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin hair or nails without prompting or supervision
- c) Trains, instructs or offers advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness or disability.

YES

YES

YES

Enhanced check for Regulated Activity (Adults) is required which includes an Adult Barred List Check

↓ NO

3. Providing Social Work

The provision by a social care worker of social work which is required in connection with any health care or social services to an adult who is a client or potential client.

YES

↓ NO

4. Assistance with cash, bills and or shopping

The provision of assistance to an adult because of their age, illness or disability, if that includes managing the person's cash, paying their bills or shopping on their behalf.

YES

↓ NO

5. Assistance in the conduct of a person's own affairs

For example, lasting or enduring powers of attorney, or deputies appointed under the Mental Health Act.

YES

6. Conveying

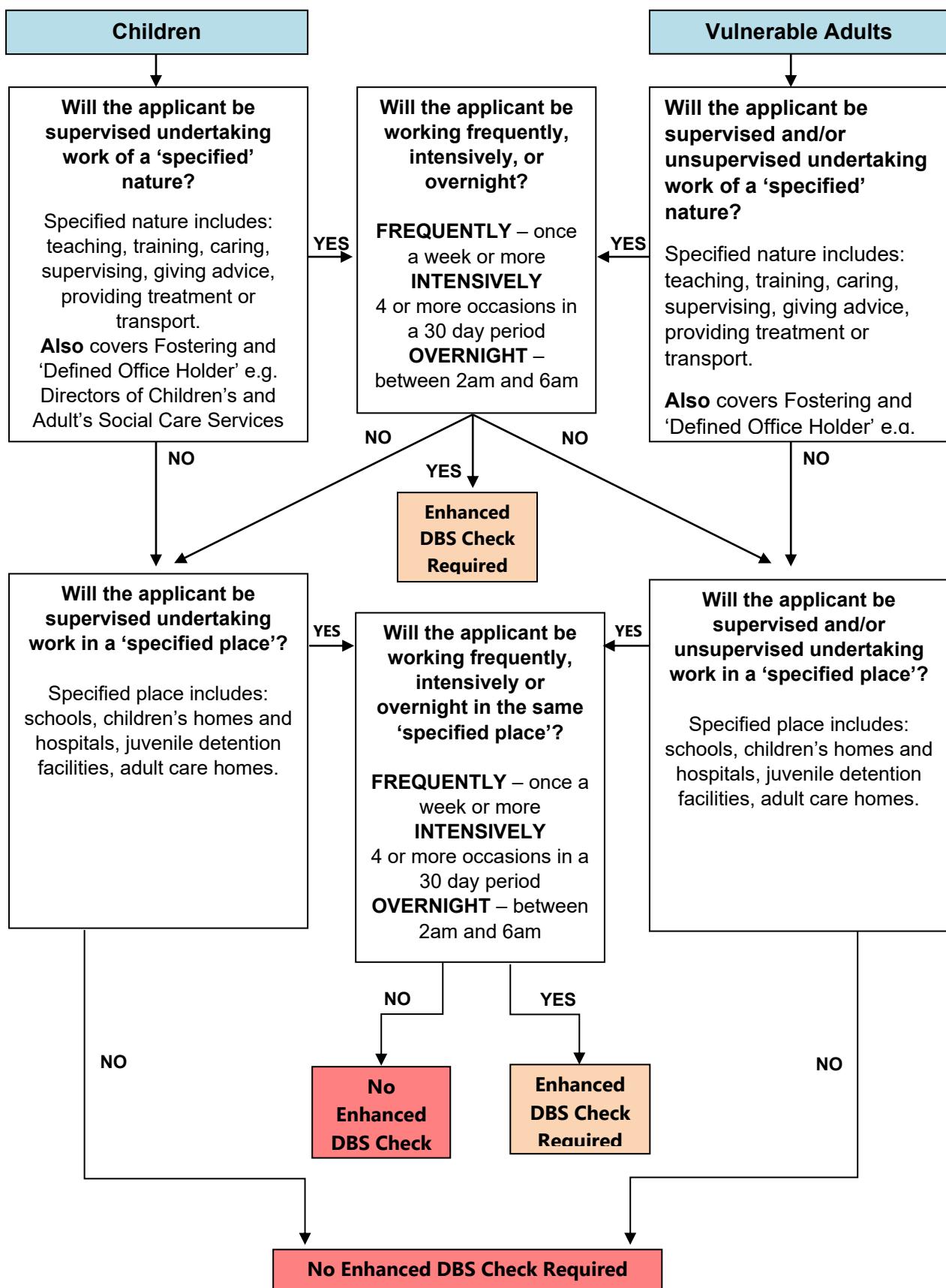
Conveying adults because of their age, illness or disability either to or from their place of residence and a place where they have received, or will be receiving, health care, personal care or social care; or between places where they received or will be receiving health care, personal care or social care. This does not include family and friends and taxi drivers.

YES

↓ NO

The activity is not eligible for an enhanced DBS check with barred list

DBS check without a barred list check (Pre-September 2012 definition)



Additional Notes on eligibility flowcharts

1. Supervision of persons undertaking 'regulated activity' relating to children

The DfE has issued guidance on supervision of activity by workers with children, which when unsupervised is regulated activity: [Supervision of activity with children](#).

Those carrying out such work under supervision are not in 'regulated activity' and are therefore not eligible for an enhanced DBS disclosure and in such circumstances an enhanced DBS disclosure is not required.

Services will need to consider this guidance in determining whether supervision is such that the supervised workers do not require a DBS check.

The precise nature and level of supervision will vary from case to case. This means that organisations must ensure that the supervision in place is sufficient in their judgement, to provide reasonable assurance for the protection of the children concerned. Organisations should consider the following factors in checking the specific level of supervision the organisation will require in individual cases:

- The age of the children concerned
- The number of children that the individual is working with
- Whether or not there are other adults/carers around
- The vulnerability of the children
- The experience of, and checks carried out on the person being supervised
- The number of people being supervised
- The supervision must be by a person in a regulated activity
- The supervision must be regular and day to day
- The supervision must be 'reasonable' in all the circumstances to ensure the protection of children.

2. Health Care

Health Care includes all form of health care provided for adults, whether relating to physical or mental health, and includes palliative care. This includes diagnostic tests and investigative procedures. It also includes procedures that are similar to forms of medical or surgical care that are not provided in connection with medical conditions, i.e. taking blood from a blood donor or cosmetic surgery.

IMPORTANT

Where the activity is occurring in a specified place, it is only regulated activity if it is frequent or intensive in the same specified place, i.e., same school

Appendix 37 – Volunteer Checks

Pre-employment Checks

Under no circumstances should a volunteer for whom no checks have been done be left unsupervised or allowed to work in regulated activity. These checks are an important part of safeguarding, and it is advised that these should be followed even when volunteers are already known to SASP.

References

It is good practice to request a reference for any volunteer as it provides an indication of whether the person is appropriate for the role.

Regulated activity

Volunteers who will be engaged on an unsupervised basis to teach or look after children regularly or provide personal care on a one-off basis will be in regulated activity.

For all volunteers who are new to working in regulated activity SASP should obtain an enhanced DBS certificate (which should include barred list information).

Non-Regulated Activity

For volunteers who are not engaging in regulated activity but have the opportunity to come into contact with children on a regular basis, e.g. supervised volunteers, SASP may want to obtain an enhanced DBS certificate that does not include barred list information (as they are not legally permitted to request barred list information on a volunteer who, because they are supervised, are not in a regulated activity).

DBS Check

SASP should undertake a risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity.

In doing so they should consider:

- the nature of the work with children/vulnerable adults;
- what the establishment knows about the volunteer, including formal or informal information offered by staff, and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
- whether the role is eligible for an enhanced DBS check.

Appendix 38 – RTW Share Code

Following the UK's exit from the European Union on 1st January 2021, a new immigration system is now in place to allow organisations to employ skilled workers from outside of the UK and Ireland. Irish nationals are exempt from the new rules and continue to have freedom of movement to live and work in the UK.

The transition period for EU citizens to apply for settled status ended on 30th June 2021. An EU citizen who has registered for or been granted 'settled status', via the EU Settlement Scheme, will be able to prove this by supplying a share code that can be used to check them on the Gov.UK site or by showing a current document issued by the Home Office that shows they have settled status. This excludes Irish nationals as they retain the right to work in the UK.