



Safe Recruitment Policy

The Swim School recruitment policy applies to both voluntary and paid staff and ensures that all staff and volunteers go through an appropriate vetting process prior to appointment in order to establish their suitability to work with children and vulnerable adults.

In the recruitment of paid staff and volunteers, the wellbeing of all children is paramount. The Swim School is committed to providing a safe environment for children.

The States of Guernsey recruitment procedure is followed via Success Factors/SAP with DBS checks completed by Swim School via the ASA TMG system. DBS letters kept securely in Swim School office and HR supplied with certificate numbers.

Whilst aiming to recruit ASA Level 1 and Level 2 Teachers (or equivalent) a system is in place to allow volunteers and unqualified teachers become involved with a view to becoming qualified.

Students involved in the Duke of Edinburgh Award Scheme are welcomed. The HR department is informed of all those assisting voluntarily on poolside. The Swim School has a record of any medical conditions that may affect the teacher/helper on poolside as well as 2 emergency contact numbers.

The recruitment process ensures that every applicant is treated in a fair and consistent manner.

Updated January 2018

Review Date 2019