



SAFER RECRUITMENT POLICY

Quay Climbing Centre Clip 'n Climb Exeter Boulder Exe

Designated Safeguarding Officer: Jennifer Thomas
Management Safeguarding Lead: Gavin Atkins
Director Responsible for Safeguarding: Alison Smith

VERSION 2.1 – 12 November 2025



TABLE OF CONTENTS

SAFER RECRUITMENT POLICY _____ 3

Policy Scope _____ 3

Associated Policies _____ 3

Company Addresses/Locations _____ 3

Monitoring _____ 3

Guiding Principles _____ 4

Procedures for Recruitment and Onboarding _____ 4

Disclosure and Barring Service Checks (DBS Checks) _____ 6

SAFER RECRUITMENT POLICY

Policy Scope

This policy applies to all recruitment and induction of employees and volunteers across the Quay Climbing Group (company name Quay Climbing Centre Ltd) including Quay Climbing, Clip 'n Climb Exeter and Boulder Exe

The aim of the Safer Recruitment policy is to help deter, reject, or identify people who might abuse children, young people, vulnerable adults, and other participants in our sport or who are otherwise unsuited to working with them, by having appropriate procedures for appointing volunteers and staff. The Quay Climbing Group will take all reasonable steps to ensure that only suitable people are recruited to work with children, young people, and vulnerable persons by adopting and consistently applying a safe and clearly defined method of recruiting volunteers and staff. The same procedures apply regardless of the nature of the recruitment (e.g. for full time, part time, casual or voluntary positions).

Associated Policies

This policy operates with reference to the Safeguarding Policy and Procedures.

Company Addresses/Locations

Company Registered Address:

Quay Climbing Centre Ltd, Haven Road, Exeter, EX2 8AX

Company Locations/Centres:

Quay Climbing Centre – Haven Road, Exeter, EX2 8AX

Clip 'n Climb Exeter – Haven Road, Exeter, EX2 8AX

Boulder Exe – Tudor Street, Exeter, EX4 3BR

Monitoring

This policy will be reviewed every two years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by regulatory or governing bodies (such as the BMC or ABC)

This policy was last reviewed on 11 / 13 / 2025 [Date]

Managing Director:

Signed

Damian Johnson

Director with Responsibility for Safeguarding:

Signed

Alison Smith

Safer Recruitment Policy 2025-26

Quay Climbing Group – Haven Road, Exeter, EX2 8AX

Guiding Principles

The following principles guide our recruitment policy:

- Preparation/planning – clearly defining the requirements of the role will help deter unsuitable candidates
- A clear recruitment and interview-led selection process – will support the appointment of appropriately qualified individuals
- Appropriate employment checks (Right to Work, ID, evidence of qualification, DBS checks where required) – will support vetting of employees
- Effective induction and supervision - will support all employees to understand their role in Safeguarding and provide ongoing CPD
- Safeguarding employees aged under 18 – to ensure that employees aged 15-17 are provided with additional support and tasks are risk assessed.

“Safer recruitment is not just about checks and procedures — it’s about creating a culture where safeguarding is everyone’s responsibility.”

Procedures for Recruitment and Onboarding

The following procedures should be followed for any recruitment process:

- Job specifications should outline the duties and responsibilities of the position alongside a person specification to enable candidates to understand the role. A commitment to safeguarding should be included on all job specifications.
- For non-management positions advertisements will be published internally initially. If there are no suitable candidates’ adverts will be posted via social media or job advertising websites. All adverts should contain a link to our safeguarding policy.
- Application forms and CVs are required for all candidates – this can take the form of a personal statement or a detailed application form depending on the nature of the role. All applicants will be asked to provide two references.
- Shortlisting will be undertaken using scoring criteria that links applications to the Job/Person Specification.
- Candidates invited to interview will be given sufficient notice to prepare and informed in advance of any activities or tasks that will be included as part of the interview process.
- Interviews will be conducted fairly, using standard questions for all candidates with the opportunity to ask application specific questions where required to clarify information. A scoring system should be used to determine the suitability of each candidate and to enable constructive feedback.

- At interview candidates will be expected to:
 - Explain any gaps in their employment
 - Explain satisfactorily any anomalies in the information provided
 - Declare any information that is likely to appear on a DBS disclosure
 - Demonstrate their ability to safeguard and protect the welfare of children and adults at risk using our centres (all interviews should include one safeguarding question)
- Onboarding systems are used to support the collection of required information and evidence (for example ID checks, Right to Work, evidence of qualification)
- Contracts of Employment set out clear terms of employment including probation periods linked to the responsibilities of the role
- The Employee Handbook and key policies are provided as part of onboarding, to ensure employees understand the company ethos, policies and procedures.
- Disclosure and Barring Service Checks are undertaken where required
- All employees are provided with an Induction upon joining
 - A risk assessment will be carried out for all employees aged 15-17 years to ensure tasks and duties are appropriate to their age
 - A risk assessment will be carried out for any employees who require additional/reasonable adjustments in order to perform their role
- Performance appraisal, supervision and (where relevant to the role) moderation of sessions is part of the ongoing support provided to all employees.
- Ongoing training is offered to all employees including mandatory Safeguarding training appropriate to the role undertaken.

Role/Activity Undertaken	Minimum Level Safeguarding Training
Designated Safeguarding Officer	In person or virtual Level 3 or equivalent course
Deputy DSO, Management and Board Safeguarding Lead	Level 3 Safeguarding
Coaches, Instructors delivering youth clubs and squads or leading Clip n Climb	Level 1 Child Protection and Safeguarding Training
All remaining employees	Safeguarding in Sport course



Disclosure and Barring Service Checks (DBS Checks)

Employees who undertake Regulated Activity with children and young people will also go through employment vetting checks, known as a Disclosure and Barring Check. The legal framework for our approach is laid out in the following legislation:

- Safeguarding and Vulnerable Groups Act 2006 and the amended Protection of Freedoms Act 2012
- DBS Eligibility Guidance provided by the UK Government
- Working Together to Safeguard Children (2023)
- CPSU/Sport England and industry body guidance

Regulated Activity with children and young people in Sport is means someone:

- Engages in teaching, training, instructing, caring for or supervising children frequently (more than 3 times in 30 days or overnight) and:
- The activity gives them responsibility for the care or supervision of children

In the context of the services provided by the Quay Climbing Group, our employees are engaged in regulated activity if they:

- Coach or instruct children unsupervised, regularly (e.g. weekly clubs/squads/coaching/regularly delivering briefings at Clip 'n Climb unsupervised) or intensively (e.g. where coaching children 4 times or more in a 30 day period)
- Have management or supervisory responsibility for someone else who works with children (e.g. Head Coach, Clip 'n Climb Assistant Manager/Lead, Assistant Centre Managers and Centre Director)
- Provides one-to-one tuition/instruction to children (for example Coaches)
- Has overnight responsibility for children (e.g. club trip)

All employees who undertake Regulated Activity and meet the above thresholds must have an Enhanced DBS Check including a Barred List check.

Where employees work with children and young people but are supervised by someone with an Enhanced DBS Check/Barred List check they do not require a DBS check to undertake their work. Supervision means:

- They are supervised by an appropriately vetted adult and remain within sight of that adult at all times, and their work is overseen by this adult
- They are not working alone with young people at any point
- Supervision is constant and regular – if supervision by another adult is not in place, then the employee is undertaking regulated activity

Employees or volunteers who engage in regulated or supervised activity with children or adults at risk must complete a **Self-Declaration Form**.

The table below provides guidance linked to specific roles at The Quay

Role/Activity Undertaken	DBS Check required
Climbing Coach (employed or volunteer) working 1:1	Enhanced DBS with Barred List
Coach or Instructor (employed or volunteer) running Youth Clubs or Squads on a regular or intensive basis	Enhanced DBS with Barred List
Instructor regularly supporting Youth Clubs under the supervision of a Lead Instructor/Head Coach	Enhanced DBS (no Barred List)
Centre Director, Assistant Manager, Head Coach, Clip 'n Climb Lead overseeing child-facing employees	Enhanced DBS with Barred List
Employees working in Clip 'n Climb who may lead briefings without supervision	Enhanced DBS with barred list
Employees working in the Clip 'n Climb arena supporting sessions under the supervision of a Clip 'n Climb lead	No DBS required
Café, reception & admin roles with no child-facing duties	No DBS required

Renewal and Reporting

DBS checks will be renewed every 3 years where there has been a gap in employment (e.g. for variable hours employees or re-hired employees).

We have a duty to report to the Disclosure and Barring service any employee who has harmed or posed a risk of harm to a child or vulnerable adult and, as a consequence of investigation and disciplinary procedures, been removed from regulated activity because of that concern (or left the company upon an allegation being made).

Title	2025 11 Safer Recruitment Policy
File name	12193acb-9ba9-43d...43-1699710629.pdf
Document ID	5c540af60ea23978854b1d617c292991dc65cd94
Audit trail date format	MM / DD / YYYY
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