



## SXMMA SAFER AND MORE RESPECTFUL RECRUITMENT POLICY

Last Updated: 20/12/2024

### **Introduction**

At SXMMA, we are committed to ensuring a safe, professional, and respectful environment for all members. Recruiting instructors, staff, and volunteers responsibly is essential to maintaining high standards, safeguarding compliance, and fostering mutual respect. This policy outlines the process, expectations, and agreements for individuals representing SXMMA.

### **Scope**

This policy applies to:

- All instructors, whether employed, freelance, or self-employed.
- Volunteers, including assistants, who engage with club activities.

### **Recruitment Process**

#### **1. Role Specification**

- Clearly define the role, including responsibilities, hours, and payment terms (if applicable).
- Specify the disciplines or styles required for the position, ensuring alignment with SXMMA's ethos.

#### **2. Eligibility Criteria**

- Candidates must provide proof of relevant qualifications (e.g., coaching certifications).
- First aid certification and public liability insurance are mandatory for all instructors.
- A current enhanced DBS check and safeguarding qualification are required for roles involving children or adults at risk.

### 3. **Application and Vetting**

- Candidates must complete an application form and provide details of their address history for the past 5 years.
- Two professional references or references as agreed must be provided and verified.

### 4. **Interview**

- All candidates will be interviewed, with at least one other club representative present.
- The interview will review:
  - Previous experience in teaching or working with children/adults at risk.
  - Gaps in employment or experience history.
  - Motivation for joining SXMMA.

### 5. **Verification**

- All certifications, qualifications, and insurance documents must be reviewed and copies retained.
- Verification includes:
  - Grades and issuing bodies.
  - First aid qualification details.
  - Insurance coverage, including expiry dates and indemnity amounts.
  - DBS check and safeguarding certificates.

## **Expectations for Coaches and Instructors**

### 1. **Continuous Development**

- Instructors and coaches must continue developing as martial artists and coaches, in line with SXMMA's guidelines and ethos.
- Regular feedback sessions and reviews with the Head Coach are required to ensure alignment with the club's standards.

### 2. **Styles and Methods**

- Instructors must adhere to SXMMA-approved styles and methods of coaching, ensuring consistency across the club.

### **3. Promoting Sessions**

- Instructors are encouraged to promote their sessions but must avoid creating non-cohesive or competing sub-communities within SXMMA.

### **4. Products and Services**

- Coaches and instructors must not sell or offer products or services to SXMMA members or the community without prior consent or arrangement with the Head Coach.

### **5. Transitioning or Dual Affiliations**

- In the event of leaving SXMMA for another club, starting their own club, or engaging in similar activities simultaneously, coaches must:

- Avoid promoting their sessions or services to the SXMMA community without prior agreement.

- Agree to abide by a fair and transparent process to resolve any disputes regarding the promotion of services.

## **Consequences for Breaching This Agreement**

### **1. Mediation and Resolution**

- Breaches will first be addressed through direct communication and mediation with the Head Coach.

- The goal is to resolve issues amicably while upholding the integrity of SXMMA.

### **2. Proportional Actions**

- Actions may include temporary suspension from club activities, removal of promotional privileges, or other appropriate measures.

- Severe or repeated breaches may result in termination of the individual's association with SXMMA and referral to governing bodies where applicable.

### **3. Financial or Reputational Considerations**

- In cases where breaches cause financial or reputational harm to SXMMA, compensation or other remedies may be pursued.

## **Safeguarding Compliance**

- All roles involving unsupervised contact with children or adults at risk must comply with safeguarding regulations.
- References must confirm suitability for working in this capacity.

### **Post-Recruitment Monitoring**

- New recruits will undergo an initial probationary period to ensure suitability.
- Ongoing training and development will be provided to ensure continued professional growth and safeguarding compliance.

### **Confidentiality and Record Keeping**

- All recruitment documents, references, and vetting forms will be retained securely for future reference.
- Records will be backed up and stored in compliance with GDPR.

### **Contact Information**

For queries or concerns about recruitment or safeguarding, please contact:

Designated Safeguarding Lead: Lindsey Horne

Email: [info@sxmma.com](mailto:info@sxmma.com)

Phone: 07580 121234

Signed by:

Alan Packman

Head Coach & CEO, SXMMA