



RADLEY

Recruitment of Sports Coaches

March 2024

Recruitment of External Sports Coaches

Before a new sports coach can begin work at Radley College, permission must be sought from the Deputy Head (Co-curricular) or in their absence, the Director of Sport. The following information should then be e-mailed to hr@radley.org.uk **at least one month** before the individual's anticipated start date to allow sufficient time to comply with our safeguarding obligations:

- A reference or referral from the Master in Charge (MiC) of sport.
- Details of the individual which must include:
 - Full name and contact details (e-mail and/or phone).
 - Sport they are to coach.
 - An up-to-date CV detailing two people/professional bodies we may contact for a reference.
 - The expected start date of the assignment and duration, ie one term, ongoing, etc.
 - Copies of any relevant coaching qualification(s)*
 - Whether they have an existing enhanced DBS clearance (dated within the previous 12 months) or are a member of the DBS Update Service*
 - Whether they have existing professional indemnity liability insurance cover*

* If this information is not readily available, the HR Department can request this directly from the coach upon receipt of the other documents.

Background & Criminal Records Checks

For any external sports coach working at Radley on a regular basis, ie once a month OR three or more times in a 30-day period, the HR Department will need to carry out the following:

- Obtain an enhanced clearance from the Disclosure & Barring Service (DBS) or carry out a suitable check made via the DBS Update Service.
- Overseas checks where applicable.
- Obtain two satisfactory references (only one required if the MiC has provided a recommendation).
- Issue a copy of Keeping Children in Education (KCSIE) and quiz for completion.

The DBS clearance will remain valid as long as there is not a break of more than three months working in an environment with children, so it may be necessary to re-apply for a DBS if this happens. Please contact the HR Department if you think this may be applicable.

Commencing Work

When all the necessary checks have been completed, the HR Department will inform the MiC so a start date can be agreed. An ID badge will be issued for the coach and this should be worn or kept on their person whilst they are on site at Radley. An assessment will then be carried out to assess the coach for tax and National Insurance purposes via the HMRC CEST tool. This will determine how invoices are paid.

Please note that invoices will not be processed for payment unless all the above checks have been completed.

End of the Coaching Term

When a coach completes their tenure, the MiC must inform the HR Department by emailing hr@radley.org.uk as soon as practically possible with an end date and ensure that their ID badge and any other Radley property is duly returned.

One-off Visits

Visiting coaches for one-off occasions must follow the Access to College Premises Policy: sign in/out at Reception or the Lodge and be accompanied throughout their visit by a Radley employee.