

Easy After-school Jiu-Jitsu

Safe Recruitment Policy

Version 1.0 | Adopted May 2026 | Owners: David Lindsay (DSL) and James Wood (Deputy DSL)

1. Purpose

Easy After-school Jiu-Jitsu coaches are in a Position of Trust under the Sexual Offences Act 2003 (as amended) and have regular contact with children. Getting recruitment right is therefore central to keeping our children safe.

This policy sets out, in concrete terms, the standardised steps every candidate goes through before they deliver a session for us, regardless of how they came to be considered. It applies to coaches, assistant coaches, volunteers and any other contractor who has direct contact with children at our sessions.

Easy After-school Jiu-Jitsu supports the Ban the Box principle (<https://unlock.org.uk/project/ban-the-box/>). We do not ask candidates about their general criminal-record history on a recruitment form. The Self-Disclosure Form at Appendix A asks only about matters directly relevant to working with children that a DBS check does not show. The DBS check itself, taken alongside that narrow disclosure, does the substantive work of checking suitability.

2. Sourcing and the small-community factor

The Brazilian Jiu-Jitsu community in the South West is small. Our recruitment to date has been through people we already know — training partners, head instructors at academies we are familiar with, and personal recommendations. We expect that to continue as we expand to more schools, and we believe it is a strength: it means we typically have observed a candidate on the mat before we consider them.

It is also a risk if we let it become a shortcut. Familiarity is not a substitute for due diligence. The standardised steps in section 3 below apply to every candidate, however well known, including candidates who are training partners of an existing partner or coach.

3. The standard recruitment process

Every candidate completes every step. The aim is for the process to take 4–8 weeks from initial conversation to first solo session, allowing for DBS, references and induction.

#	Step	What it involves	Who runs it
1	Initial conversation	A short conversation (in person or by phone/video) covering the role, our expectations, the contractor model, and what we will need from them. We use this to gauge fit before formally inviting them through the process.	David Lindsay (DSL) or James Wood (Deputy DSL)
2	Application & Self-Disclosure Form	Candidate completes Appendix A: contact details, work history with children, BJJ background, two referees, and a signed self-disclosure declaration covering convictions, cautions, civil orders, dismissals, ongoing investigations and any matters not captured by a DBS check.	Candidate; reviewed by DSL
3	Identity verification	Sight of one photo ID (passport or driving licence) and one proof of address (utility bill or bank statement, dated within the last 3 months).	DSL
4	References (two)	A primary reference from the head instructor of the candidate's current or most recent BJJ academy, and a secondary character or work reference from someone who has known them professionally for at least 2 years and is not a relative. Reference Request template at Appendix B.	DSL
5	Enhanced DBS check	Application submitted via UKBJJA or Digital Background. Where the candidate already holds a current Enhanced DBS on the Update Service for child workforce, we accept that and do an Update Service status check (no new application needed). Cost paid by EAS JJ.	DSL via UKBJJA or Digital Background DBS
6	Safeguarding training	Candidate completes the HighSpeedTraining "Safeguarding in Sport" course (UKBJJA insurance requirement) and provides their CPD certificate. Course is paid by EAS JJ.	Candidate; verified by DSL
7	First aid certification	Candidate holds (or completes within 4 weeks of starting) an in-person Emergency First Aid at Work or Sports First Aid certificate. Course is paid by EAS JJ.	Candidate; verified by DSL
8	UKBJJA instructor	Candidate is enrolled with UKBJJA	DSL

#	Step	What it involves	Who runs it
	membership and insurance	instructor membership (which includes their Professional Indemnity, Public Liability and Abuse cover) under EAS JJ's club record. Cost paid by EAS JJ.	
9	Memorandum of Understanding	Candidate and the partnership sign the EAS JJ Coach Memorandum of Understanding setting out service terms, rate, invoicing, notice and other contractor terms.	Candidate and both partners
10	Induction	Candidate shadows a minimum of two of our existing sessions (different age groups where possible) and attends a structured induction conversation covering: Safeguarding Policy, Reporting Concerns Procedure, Codes of Conduct, Safe Practice Policy, Risk Assessment for the school they will deliver in, the use of the Safeguarding Incident Report Form, and the Coach Wallet Card. Induction sign-off recorded on the Application Form.	DSL or Deputy DSL
11	Early-engagement safeguarding review	Three months after the candidate's first solo session, the DSL holds a structured safeguarding-review conversation covering host coach feedback, parent feedback (if any), any incidents, and the candidate's own reflection. The review is a check on whether our induction has translated into safe practice on the mat. It is a safeguarding conversation rather than a contractual decision point — termination, if needed, is handled through the notice provisions of the Memorandum of Understanding, not through this review.	DSL
12	Annual re-confirmation	Each year, every coach completes a short re-confirmation of the Self-Disclosure Form, refreshes their Safeguarding Policy acknowledgement, and confirms their DBS Update Service status, first aid currency, and UKBJJA membership are all in date.	DSL

4. What we pay for, what the contractor provides

Our coaches are engaged as self-employed independent contractors. The table below sets out who pays for what.

Paid by Easy After-school Jiu-Jitsu	Provided by the contractor
<ul style="list-style-type: none"> Enhanced DBS check (where the contractor does not already hold one) DBS Update Service annual subscription HighSpeedTraining Safeguarding in Sport course In-person Emergency First Aid at Work / Sports First Aid course UKBJJA instructor membership and insurance Mats and matted-area materials at host school Registers, booking system access, communication infrastructure 	<ul style="list-style-type: none"> Their own gi and personal training equipment Their own transport to and from sessions Their own UKBJJA-recognised coaching qualification (or evidence of working towards one) Their own tax affairs (self-employed) Their own pension and time off Their own arrangements when sessions cannot be delivered (where possible the partnership will provide cover, but the contractor cannot invoice for missed sessions)

Note on IR35 / employment status: Easy After-school Jiu-Jitsu treats its coaches as self-employed contractors. Tax status is ultimately determined by HMRC against multiple factors — the partnership reviews this arrangement annually with a qualified accountant and adjusts where necessary. The Memorandum of Understanding signed by every coach confirms the contractor relationship in writing, including the notice provisions for either party. There is no employment-style probationary period; instead, the early-engagement safeguarding review at section 3 step 11 is a conversational check on safe practice and not a contractual gate.

5. Risk assessment when a DBS reveals something

Where the DBS certificate reveals any conviction, caution, reprimand or other matter, OR where the candidate's self-disclosure reveals anything, the engagement is paused and a written risk assessment is completed by both partners using the framework below. We do not engage a candidate where the disclosed matter relates to children, vulnerable adults, sexual offences or violence; in any other case the assessment determines the outcome.

Step	What we look at	Decision criteria
1. Pause	Do not commence the engagement. The candidate does not meet children until the assessment is closed.	Always.
2. Assess the disclosed information	Nature of the offence(s); date(s); whether against children, vulnerable adults or the wider public; whether single or repeated; the candidate's explanation; pattern over time; relevance to the proposed role.	Compare with self-disclosure: did the candidate declare it in good faith?
3. Cross-check	Refer to the DBS Filtering rules to check whether the conviction is filtered (and so should not have appeared on the	Filtered or spent / unrelated minor offences may still allow engagement subject to written record.

Step	What we look at	Decision criteria
	certificate); the gov.uk guidance on positions of trust; UKBJJA disciplinary register.	
4. Decision	Both partners (or, where one partner is conflicted, the other partner plus the UKBJJA Safeguarding Lead) decide between three outcomes: proceed, proceed with restrictions, decline.	Where any conviction relates to children, vulnerable adults, sexual offences or violence, the default decision is to decline. Auto-bar applies to anyone on the DBS Children's Barred List.
5. Record	Decision and rationale recorded on the Application Form, signed and dated by both partners (or the deciding partner and the UKBJJA Safeguarding Lead). Retained for 7 years.	Always written.

6. Annual re-confirmation

Once a year, every existing coach is asked to re-confirm:

- That nothing in their Self-Disclosure has changed (a fresh signed declaration is required, even if "no change").
- That their DBS is current on the Update Service and shows no new matters since the last check.
- That their first aid certificate is in date.
- That they have completed any required safeguarding refresher training.
- That they have re-read the Safeguarding Policy and Codes of Conduct and continue to acknowledge them in writing.

7. Records, confidentiality and retention

All recruitment records are stored securely on the EAS JJ partnership system, accessible only to the partners. We retain Application Forms, Self-Disclosure Forms, references, DBS records, induction records and probation review records for the duration of the coach's engagement plus seven years from the end of that engagement, in line with safeguarding-record-keeping guidance. The records are made available in full to UKBJJA, the LADO or any statutory investigation on request.

Personal data is handled in line with the UK General Data Protection Regulation 2018.

8. Review

This policy is reviewed by the partners annually and reissued immediately on any change to UKBJJA, CPSU or DBS guidance. Next review due: May 2027.

9. Approval

Signed on behalf of Easy After-school Jiu-Jitsu:



David Lindsay, Partner / Designated Safeguarding Lead Date: 12/05/2026



James Wood, Partner / Deputy Designated Safeguarding Lead Date: 09/06/2026

Appendix A — Coach Application & Self-Disclosure Form

To be completed by every candidate before any DBS application is made on their behalf, and to be re-confirmed annually thereafter. The form is held confidentially by the EAS JJ DSL.

A1. Personal details

Full name (and any previous names used)	
Date of birth	
Address	
Email address	
Phone number	
National Insurance number	
Right to work in the UK confirmed (passport / share code)	
Date this form completed	

A2. BJJ background

Current academy and head instructor (this person will be approached for your primary reference)
Belt rank, year of award, and awarding instructor
Years of BJJ training and any prior coaching experience

A3. Second Reference

Secondary reference should be someone who has known you professionally for at least two years and is not a relative.

Secondary referee — name, role, email, phone, relationship to you

A4. Self-Disclosure Declaration

Easy After-school Jiu-Jitsu supports the Ban the Box principle: we do not ask candidates to disclose their general criminal-record history on a recruitment form. Instead, we ask only about matters that are directly relevant to working with children and that a DBS check does not show — barring, ongoing safeguarding investigations, prior safeguarding allegations, and dismissals related to safeguarding. Please answer every question. If you answer "Yes" to any question, please give a full account on a separate sheet — a Yes does not necessarily preclude you from working with us, but it must be discussed in good faith.

Answer	Question
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you barred or excluded — in this country or any other — from working with young people, children or vulnerable adults?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently under investigation, anywhere in the world, by police, local authority safeguarding, a school, a governing body or an employer, in connection with conduct relating to children or vulnerable adults?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been the subject of a safeguarding allegation or investigation — in this country or any other — regardless of the outcome?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been dismissed, or had a contract terminated, for reasons relating to your conduct around children or vulnerable adults?

If you answered "Yes" to any of the questions above, please provide a full account here:

Account of any "Yes" answers

A5. Statement of accuracy and consent

I confirm that the information I have provided in this form is true and complete to the best of my knowledge. I understand that any false declaration is a serious matter and may result in immediate termination of any engagement with Easy After-school Jiu-Jitsu and a referral to the relevant statutory authorities.

I consent to Easy After-school Jiu-Jitsu seeking references from the people I have named, processing my personal data in line with the UK General Data Protection Regulation 2018, and submitting an Enhanced DBS application on my behalf via the UKBJJA.

I commit to telling the EAS JJ Designated Safeguarding Lead in writing, without delay, of any change in my circumstances that affects any answer in this Declaration, including any new conviction, caution, civil order, investigation, dismissal or safeguarding allegation.

Signed (candidate): _____ Date: _____

Print name: _____

A6. ID verification (completed by EAS JJ DSL)

Full name (and any previous names used)	
Date of birth	
Address	
Email address	
Phone number	
National Insurance number	
Right to work in the UK confirmed (passport / share code)	
Date this form completed	

I confirm that I have personally seen the original photo ID and proof-of-address documents named below, and that they appear to relate to the candidate above.

Photo ID type and reference number: _____

Proof of address type and date: _____

Signed: _____ Date: _____

A7. Reference summary (completed by EAS JJ DSL)

Primary reference returned: Yes No | Concerns raised: Yes No

Secondary reference returned: Yes No | Concerns raised: Yes No

Where concerns were raised, summarise here and link to a separate sheet if needed:

Reference summary

A8. DBS outcome (completed by EAS JJ DSL)

DBS certificate reference: _____ Date issued: _____

Update Service registered: Yes No | Annual review due: _____

Anything disclosed: Yes No. If yes, attach the Risk Assessment Record (section 5 of this policy).

A9. Induction sign-off (completed by EAS JJ DSL)

Tick	Item covered with candidate at induction
<input type="checkbox"/>	Safeguarding Policy read and acknowledged
<input type="checkbox"/>	Reporting Concerns Procedure walked through, including all four scenarios A/B/C/D
<input type="checkbox"/>	Coach Wallet Card issued
<input type="checkbox"/>	Codes of Conduct (Coaches & Volunteers, Children & Young People, Parents & Carers) read and acknowledged
<input type="checkbox"/>	Safe Practice Policy walked through, including the age-progression syllabus and concussion protocol
<input type="checkbox"/>	Safeguarding Incident Report Form walked through
<input type="checkbox"/>	Risk Assessment for the school(s) the candidate will deliver in walked through
<input type="checkbox"/>	Position of Trust legislation (Sexual Offences Act 2003) explicitly discussed
<input type="checkbox"/>	Two shadowed sessions completed (record dates and host coach below)
<input type="checkbox"/>	Memorandum of Understanding signed and dated
Shadowed sessions — dates and host coach	

Signed (DSL): _____ Date: _____

Signed (candidate): _____ Date: _____

A10. Early-engagement safeguarding review (completed at end of 3 months)

Session feedback from host coach(es)
Parent feedback summary (if any received)

Any safeguarding incidents or concerns
Outcome: continue with no concerns / further support and follow-up review needed / safeguarding concern raised (if so, route via Reporting Concerns Procedure) / engagement ended (notice served per MOU)

Signed (DSL): _____ Date: _____

Signed (candidate): _____ Date: _____

Appendix B — Reference Request Template

To be sent by email by the EAS JJ DSL to each named referee. Adapt the salutation and signature as needed.

Subject: Reference request — [Candidate name] — Easy After-school Jiu-Jitsu

Dear [Referee],

[Candidate name] is being considered for a coaching role with Easy After-school Jiu-Jitsu (easjj.co.uk). The role involves regular contact with primary-school-age children at after-school Jiu-Jitsu sessions, delivered in school settings under our affiliation with the United Kingdom Brazilian Jiu-Jitsu Association.

They have given your name as a referee and have authorised us to contact you. We would be grateful if you could answer the questions below, in confidence, and reply by [date]. If you would prefer to speak by phone, please let us know a convenient time.

1. How long have you known [Candidate name], and in what capacity?
2. In your opinion, are they suitable to work in regular contact with children? Please give a reason for your answer.
3. Are you aware of any concerns about their conduct, integrity, behaviour or fitness to work with children — including any concerns that did not result in formal action?
4. Have you observed them in a coaching, teaching or supervisory role? If so, please give a brief description of what you observed.
5. Is there anything else you think we should know in considering this candidate?

Your reply will be held confidentially and will be used solely to inform our recruitment decision. We will retain it for the duration of any engagement plus seven years thereafter, in line with our safer recruitment record-keeping policy.

Many thanks for your help.

David Lindsay | Designated Safeguarding Lead and Head Coach, Easy After-school Jiu-Jitsu | david@easjj.co.uk | 07834 563020