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Equality Impact Assessed	

Recruitment and Selection Policy

P06

Principles

At Swim England we believe that recruitment is about more than filling vacancies. It is about finding and developing people whose skills, values and potential will help us deliver our vision and strengthen our community. We are committed to processes that are fair, transparent and inclusive, and that give every candidate the opportunity to demonstrate what they can bring.

We will look first within our own workforce when opportunities arise, creating pathways for growth and development. When we recruit externally, we will use approaches that are proportionate and flexible, recognising that the best selection method is not always a formal interview.

All recruitment activity will be guided by our commitment to equality, safeguarding and respect. By applying consistent standards, encouraging diversity and ensuring accessibility through reasonable adjustments, we aim to build a workforce that reflects the communities we serve and where everyone can thrive.

Policy statement and scope

This policy sets out the principles that govern how the organisation recruits and selects employees. It applies to all recruitment activity across the organisation.

All recruitment activity must be authorised and coordinated through the People Team, who are responsible for ensuring compliance with this policy. The organisation works with a recruitment process outsourcing (RPO) partner and will only use external agencies in exceptional circumstances with prior approval.

The organisation is committed to considering internal applicants wherever possible, supporting employee development and progression before looking externally.

Equality, diversity and inclusion in recruitment

The organisation values diversity and is committed to ensuring equality of opportunity for all applicants and employees. We will not discriminate on the basis of age, disability, gender reassignment, gender identity, gender expression, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation or any other characteristic protected by law.

Recruitment decisions are made solely on merit and criteria relevant to the role. We will make reasonable adjustments to our processes where required to ensure that candidates are able to participate fully, in line with our Reasonable Adjustments Guidance.

The organisation is proud to be both a Disability Confident Employer and to operate its own Diversity Confident scheme. Through these commitments we seek to reduce barriers and address underrepresentation in our workforce.

As part of this, we guarantee an interview to disabled applicants and applicants from ethnically diverse backgrounds who meet the essential criteria for a role. We will also ensure

that reasonable adjustments are made throughout the recruitment and employment process, and that our recruitment materials and practices are inclusive and accessible.

All recruitment materials will be designed to be inclusive, accessible and transparent, ensuring candidates have a clear understanding of the role and how to apply.

The organisation is committed not only to equality of opportunity but also to addressing underrepresentation in our workforce. We recognise that some groups face systemic barriers to employment and participation in sport, and that additional support may be needed to ensure a level playing field. To this end, we will use positive action measures where appropriate, such as targeted outreach, inclusive advertising, mentoring and other initiatives to encourage applications from underrepresented groups.

While we do not apply quotas, we are committed to building a workforce that better reflects the diversity of the communities we serve. We will monitor recruitment activity and workforce composition, set measurable objectives where appropriate, and hold ourselves accountable for progress against these aims.

Selection

The organisation is committed to applying a robust, fair and transparent selection process for every appointment. The exact methods used will vary according to the role and may include interviews, work-related assessments, presentations, written exercises or other tasks designed to test suitability. We will always choose the most appropriate and proportionate methods to help us identify the right candidate.

The focus of selection is to assess an applicant's skills, experience, potential and alignment with the organisation's values.

We are committed to supporting career development by providing fair access to promotional opportunities and offering constructive feedback to internal applicants. We will also provide feedback to external candidates who reach the interview stage.

The organisation will give consideration to the composition of interview panels. While panels are typically no larger than three people, we will seek, where possible, to include a balance of perspectives and representation.

Safer recruitment

The organisation has a duty of care to safeguard children, young people and vulnerable adults. Roles involving such responsibilities will follow safer recruitment practices in line with the Swim England Safe Recruitment Policy contained in Wavepower. These practices may include enhanced vetting, DBS checks, the requirement for full employment histories and additional references.

Where there is reason to believe that an applicant may pose a risk to children, young people or vulnerable adults, the organisation reserves the right to withdraw that individual from consideration.

Candidates with criminal records

The organisation will not automatically exclude individuals with criminal records from consideration. Each case will be assessed on an individual basis, taking into account the nature of the role, the relevance of the conviction and the time since the offence occurred. Certain roles may be subject to legal restrictions or enhanced vetting requirements, in which case these will be clearly communicated to applicants.

Right to work in the UK

The organisation complies with UK immigration law and will only employ individuals who have the legal right to work in the United Kingdom. All candidates must provide satisfactory evidence of their right to work before employment begins.

Confidentiality and data protection

All applicant information will be treated in strict confidence and managed in line with the organisation's Job Applicant Privacy Notice and data protection obligations. Information is only shared with individuals directly involved in the recruitment and selection process.

Accessibility

If any aspect of this policy or its procedures causes difficulty for disabled people or those with a long-term health condition, employees should raise this with their people manager or the People Team so that reasonable support or adjustments can be considered.

Training and responsibilities

Any employee involved in recruitment must be familiar with this policy and complete the relevant training before participating in any recruitment or selection activity. Training will include inclusive recruitment practices, unconscious bias awareness, the principles of Disability Confident and Diversity Confident and, where appropriate, safer recruitment.

The People Team will provide oversight, guidance and refresher training to ensure that recruitment and selection are carried out lawfully, fairly and consistently. Managers are responsible for ensuring they remain up to date with required training.

Monitoring and review

The effectiveness of this policy will be reviewed regularly. The organisation will monitor recruitment activity to ensure compliance with equal opportunities legislation and best practice and to support our wider commitments on diversity and inclusion.

Raising concerns

Concerns about the operation of this policy should be raised with the People Partner in the first instance. Internal candidates may pursue unresolved matters under the Grievance Policy, and external candidates may raise a complaint under the Swim England Complaints Policy.

Amendments

This policy is non-contractual; it does not form part of any contract of employment and may be amended by the organisation at its discretion.

Related documents

- Swim England Safe Recruitment Policy (contained in Wavepower)
- Reasonable Adjustments Policy
- Equality, Diversity and Inclusion Policy (if retained as a framework statement)
- Recruitment and Selection Procedure (internal)
- Procedure for the Recruitment and Selection of Board Members
- Guide to Engaging Casual Workers