

## **Safe Recruitment and Selection Procedures**

The majority of people who want to work or volunteer with children within sport are well motivated, and without them sports clubs and organisations could not operate. Unfortunately some individuals will try to use voluntary and community organisations to gain access to children for inappropriate motives. Therefore it is essential that you have effective recruitment and selection procedures to help screen out and discourage those who are not suitable from joining your club / organisation.

Effective recruitment and selection procedures benefit everyone. They ensure that staff and volunteers will have clearly defined roles and responsibilities, which will have a positive impact on children.

Parents will be assured that all possible measures are being taken to ensure only suitable people will be recruited to work with children and organisations will reduce their risk to their reputation.

The organisation should ensure effective recruitment and selection procedures by:

### **1.0 Advertising**

If any form of advertising is used to recruit staff, whether paid or voluntary, it should reflect the:

- Aims of the organisation and its related deliverers i.e. clubs and where appropriate, the particular programme involved
- Responsibilities of the role
- Level of experience or qualifications required (e.g. experience of working with children is an advantage)
- The employing organisations open and positive stance on child protection

### **2.0 Pre- Application Information**

Pre-application information sent to interested or potential applicants should contain:

- A job description, including roles and responsibilities. (This helps staff, volunteers and other in the club/ organisation to have clarity about their role)
- A person specification (e.g. stating qualifications or experience required),
- An Application form (The application form should include a section allowing the individual to self declare any convictions or relevant information.

### **3.0 Applications**

All applicants, whether for paid or voluntary, full time or part time, should complete an applications form. A minimum of two written references should be taken up and at least one should be associated with former work with children / young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone.

#### 4.0 **Interview, Disclosure and Induction**

All staff or volunteers should be interviewed or have a meeting with at least two representatives of the organisation. You should check out any gaps in the application from the child protection policy into practice. For Example, you may want to explore the applicant's attitude to power, authority and discipline and also for a response to a problem faced in your group / organisation to assess their commitment to promoting good practice and their ability to communicate with children and young people.

Verify qualifications. Experiences and clarify gaps in employment.

All those with significant or sole access to or supervisory responsibility for young people will require the organisation to have in place a system for confirming the individual's forms of identification. All newly appointed coaches or volunteers in a "regulated activity" from July 2010 will have the opportunity to register with the Independent Safeguarding Authority (ISA) and this will be a legal requirement from November 2010.

The successful applicant will only be allowed to take up his / her duties once their CRB check has been approved and as from Nov 2010 the organisation is satisfied that they are not barred from taking part in regulated activity.

Setting a probationary / trial period (usually 6 months). Every new post should be reviewed within an agreed period of time. The length of time will vary depending on the nature of the post. It is good practice to have a review at conclusion of the probationary / trial period.

Ensuring all appointments are made by the Executive committed and not be any individual member/s of the organisation / club.

#### 5.0 **Induction**

Ensuring that all new recruits go through an induction process as soon as possible so that they are familiar with the clubs' policies and procedures and the responsibilities of the post

Ensuring all new recruits are familiar with and sign up to the Club/Organisation's Constitution and Rules and any guidelines. Codes of behaviour, regulations and policies of that sport

Ensuring all new recruits register as member of the club if not already a member

Ensuring all new recruits have either recently undertaken adequate training in safeguarding (if appropriate in line with any relevant NGB requirements) or now do so as soon as possible and not later than six months after taking up their post.

## Recruitment and Selection of Employees / Volunteers

