



SAFEGUARDING

Safe Recruitment

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Safeguarding issues and concerns are a vital part of the recruitment process which must be considered at every stage. It is of the up most importance that all reasonable precautions are taken to ensure unsuitable individuals are prevented from working with young or vulnerable people. This should not detract from the majority of individuals who are motivated to work within the sport.

A robust recruitment process should be in place for both paid & unpaid positions, as there are individuals who may wish to abuse young or vulnerable people and they will seek out different avenues, to obtain this goal.

Unpaid Positions

Volunteers

Ad-Hoc/One-Off Volunteers

Those who volunteer on an ad-hoc basis or as a one-off will only have supervised contact with children for a limited period of time, for example this might include parents or other volunteers assisting during a club fundraiser. The full recruitment procedure does not need to be applied.

Clubs should ensure they operate a sign-in/sign-out book for ad-hoc or one-off volunteers.

Regular Volunteers

Where ad-hoc or one-off volunteering becomes more frequent, such as more than once a week or more four times over a four-week period then recruitment procedure should be followed.

Parents

Parents who are on site, solely to care for their own child do not require a DBS. Should the parent wish to help within the club which will include the responsibility for other young or vulnerable people the recruitment procedure should be followed.

Safe Recruitment Processes

We have put together nine key areas which build a robust recruitment process.

Job Description

A job description identifies the role and responsibility of the position. Safeguarding young & vulnerable people is the responsibility of everyone, and as such it should be included in the responsibility of the successful applicant.

Included within the description should be an “ideal applicant specification”, which should provide description of the ideal candidate stating their suitability to work with young or vulnerable people and making clear the use of the Disclosure & Barring Service (DBS) as part of the recruitment process.

Application Form

Anyone applying for a vacancy should complete an application form, even if they have submitted a Curriculum Vitae (CV). By having each applicant complete an application form, this will make sure that all the required information has been provided and will enable a quicker initial review and comparison between candidates. Application forms, should indicate that a DBS check will be requested.

As part of the application form, candidates should be asked to provide the following information:

- Full name & any former names
- Contact details for example, Address, Telephone, Email
- National Insurance number this confirms their right to work in the UK.
- Relevant qualifications and the details of the awarding body.
- Employment history
- Personal statement
- At least two references, preferably not relatives. Acknowledging that they may be contacted prior to any invitation to an interview.
- Declaration of any convictions, cautions, reprimands or final warnings.

Expression of interest

When any expression of interest is received for a vacancy, the individual should be sent all information relating to the position, including but not limited to:

- Job Description
- Safeguarding policies
- Equality Policies
- Terms & Conditions
- Application form

Reviewing Applicants

Before inviting applicants to any interview, it is essential to review all the application forms to ensure all the information that has been requested has been provided and to identify any discrepancies or anomalies in the paperwork which should the individual be invited for an interview this can be addressed. All applicants must be assessed equally against the criteria set out as part of the job description

References

As part of the application form, references should be included and applicants be aware, that you may contact the references before being invited for an interview. This will allow you to specifically address their suitability to work with young or vulnerable people before inviting the applicant for an interview.

Interview

Once you have reviewed the application form, references and the applicant has been invited for an interview, you should this opportunity to assess applicant's suitability for the role, as well as working with young or vulnerable people. In the event there is only one applicant, face-to-face interviews should always be carried out.

Applicants should be asked to bring identity documents, qualification and award certificates to the interview.

During an interview, there should be at least two interviewers present, to enable a full assessment of the candidate's responses this also allows for additional information to be requested to support information detailed in the application form, this opportunity should also be used to address discrepancies between the application form and things identified during the application process.

It is best practice for interviewers to decide questions in advance, these should focus on the applicant's suitability to work with children, aim to identify any underlying attitudes.

Verification of an applicant

Before you employ a new member of your team, you must check the applicant is allowed to work in the UK. You can do this by visiting [Checking a job applicant's right to work](#). Without completing this check no offer of employment should be made.

You also need to check the applicant's qualifications and DBS before they can begin to work with young or vulnerable people.

An enhanced DBS must be completed for anyone over the age of sixteen and be carried out at least every three years, or be registered with the DBS Update Service.

Confirming Appointment

When the successful applicant has been identified and it is your intention to invite them to join the team in a paid or unpaid role, a letter should be sent offering them a position. The letter should lay out the requirements of the position and include any probation period. If not already undertaken the successful applicant should be notified that the appointment is pending DBS and reference checks.

New Starter Induction

Whilst the recruitment process is important, especially as a way to deter unsuitable individuals, the most significant period of time for the applicant will be the induction period of their first few months.

Although inductions will have standard elements, you should consider the needs of each new member of the team which will likely involve a variety of elements including but not limited to:

- Explaining the club's policies, for example Welfare and Safeguarding young or vulnerable people.
- Agreeing to abide by the club's policies and codes of conduct, this will usually be part of any contract of employment.
- Clearly explaining the successful applicants' roles and responsibilities.
- An assessment of the successful applicants' needs. For Example, Safeguarding, First aid, Equality & Diversity.

- Assessing the successful applicants' coaching development requirements.
- Introduce the successful applicant to their "go to person" to help them through their induction period

DBS

In May 2012 the Protection of Freedoms Act 2012 was introduced and placed a legal requirement on organisations to:

- Not knowingly allow a barred person to work in 'Regulated Activity'
- Inform the DBS if an individual is removed from 'Regulated Activity' because they have harmed or because they pose a risk of harm to young or vulnerable people.

A DBS check confirms whether an individual has been included on a barred list. Members who sixteen or over and take part in classes must complete an enhanced DBS at least every three years, or be part of the update service.

International Candidates

The DBS check is not able to provide a full check on those who have resided in a different country. Not all countries are able to provide background checks, and where a country does, it may operate a different method. [Criminal records checks for overseas applicants](#) can provide current government advice which countries are able to carry out a background check, and the procedure. Those with British Passports who have lived abroad in the past five years, should also have a Non-UK check carried out.

One to One's

Every staff member & volunteer should be given feedback through a one-to-one review. One to One's are good practice for all voluntary & paid positions, they are essential for all positions especially those who might have significant contact with children and vulnerable people. One to One's should be carried out regularly, starting at the end of any probation period. One to One's are good opportunity to understand the needs of the staff member or volunteer be it in furthering their development as well as reviewing any targets or addressing any concerns.