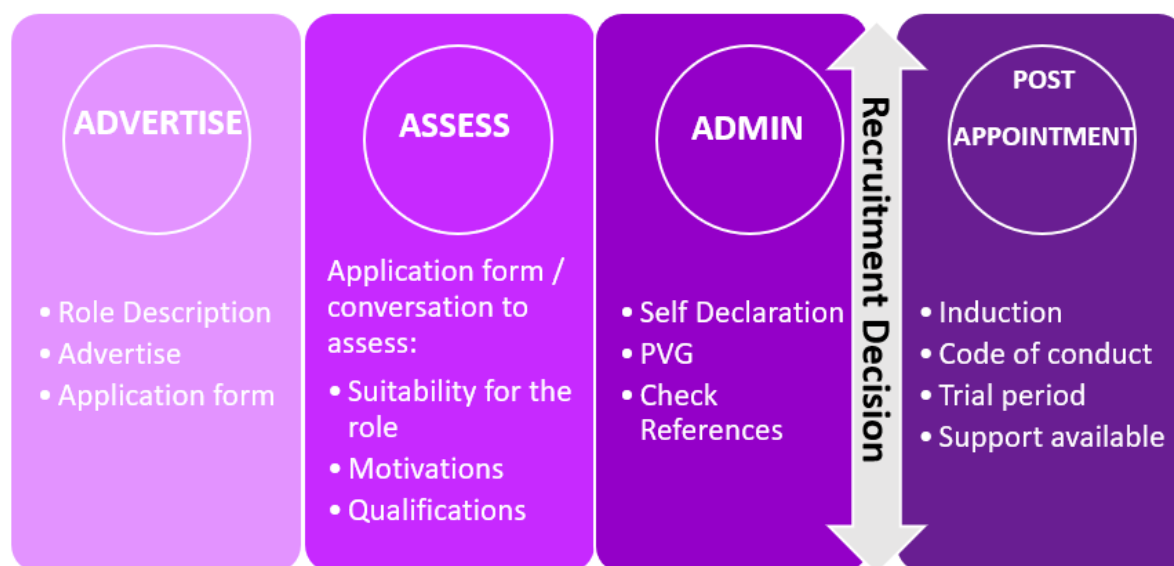


SAFE RECRUITMENT

RECRUITMENT

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and vulnerable adults. PVG checks are often part of the safe recruitment process, but they are not be the only part. A PVG will help provide some relevant information to the decision making, it cannot be relied on as the only check carried out. A lot of important information will be missed as a PVG will not check qualification, a person's skills, competence, ethics or values. For all positions that require regular contact with children or vulnerable adults the following four-step recruitment procedures must be completed.



ADVERTISE

All forms of advertising used to recruit members for positions involving regular contact with children or vulnerable adults will include the following:

- The role and a Role Description or overview of the responsibilities of the role
- Details about the club and details of the duties/programme the role will undertake
- The level of experience or qualifications required (e.g. L2 coaching)
- An application form or other suitable method that gathers relevant background information
- A Self-Declaration form – this includes reference request

This step has some flexibility within it and should be scaled up or down in terms of formality depending on the role – all points should still be covered but in an appropriate manner.

EG: For a Head Coach – role description, application form or letter and coaching CV, advertise on club and other websites e.g. Netball Scotland, **sportscotland**

EG: For a Parent Helper – short overview of the thing’s parents can help with and when/where help is needed, posted on the club’s social media with a request to contact a committee member if interested

ASSESS

This step is important as it allows the organisation to assess an individual’s suitability for the role, what their motivations are and also to verify any qualifications. To support the assessment and the appointment decision, information is assessed from:

- **Written information sources** e.g. an application form, letter, CV, self-declaration etc. The purpose of the application form/letter/CV is to obtain relevant details from the applicant for the position. The purpose of the Self-Declaration form is to collect information on criminal behaviour that is relevant to the position e.g. criminal records or investigations. The Self-Declaration Form should be requested in a separate sealed envelope and is not opened until the applicant is selected for an interview. If the applicant is not selected the form is returned unopened to the applicant.
- **In person** – informal chat, more structured conversation, interview and even a practical skills test if appropriate. The importance of the in-person conversation/interview allows both the organisation and the individual to learn about each other and check in on personal skills and qualities that are not so easy to assess via a written form. For positions that require regular contact with children or vulnerable adults, interviews should be carried out. An interview should include requests for additional information including references, to support the application.

ADMIN

References

References will be sought as required. Where possible, at least one of these references will be from an employer or a voluntary organisation where the position required working with children or vulnerable adults in any of the following capacities:

- Employee
- Volunteer
- Work Experience

If the person has no experience of working with children or vulnerable adults, specific training requirements will be agreed before appointment.

PVG Scheme Membership

A PVG is legal requirement for anyone working in Regulated Work (the term given for roles that need a PVG). Individuals carrying out regulated work with children or vulnerable adults within Netball Scotland’s member clubs are required to be members of the PVG Scheme.

Netball Scotland is registered with Volunteer Scotland Disclosure Services to process PVG applications on behalf of affiliated clubs. The Club’s Wellbeing and Protection Officer, should sign up to this process in order to process applications for their members.

More information on the PVG process is in Appendix 3a – PVG procedures and can also be found on the Netball Scotland website: <https://www.netballscotland.com/child-protection-wellbeing/>

Applicants from Overseas

Applicants from overseas that are appointed to regulated work with children or vulnerable adults within a Netball Scotland member club is required to join the PVG Scheme.

Applicants from overseas must prove their 'right to work' in the UK and should be asked to provide a Police check from their relevant country where possible. Where this is not possible, or in addition to the Police check, the following information, where relevant to the position, will be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring regarding their participation and suitability for the position.

RECRUITMENT DECISION

Offer of Position

The decision to appoint an individual should consider all the information gathered from the steps above and should **ONLY BE MADE WHEN THE PVG AND REFERENCES HAVE BEEN RETURNED**.

For employed roles an offer letter should be presented to the applicant including the details of the position, any special requirements and the obligations. These may include:

- Agreement to the policies and procedures of the organisation.
- The probation period and responsibilities of the role.

Confirmation of the position being undertaken will require the offer letter to be accepted by the individual signing and dating their agreement on the offer letter and returning it to the organisation.

For all other roles, an email may be a more appropriate method of confirming the appointment and sharing relevant information with the person.

POST APPOINTMENT

Once a person has been appointed it is important that they receive an induction/overview of key club information this should cover:

- Support available to them, who to speak to if they need help, who key personnel are within the organisation e.g. the Wellbeing and Protection Officer
- It may be appropriate to carry out an assessment of training, individual aims and any other needs and aspirations.
- Clarification, agreement and signing up to the Club Wellbeing and Protection Policy & Code of Conduct relevant to their role
- Clarification of the expectations, roles and responsibilities of the position, details of any trial period

Training

Newly appointed members will have had to have completed within the last 3 years or commit to completing, the following training (as appropriate) over an agreed period:

- Child Wellbeing and Protection in Sport
- Adult Safeguarding L1 and L2
- Any other identified training needs

On completion of the required course, the newly appointed member should submit their certificates to the Wellbeing and Protection Officer who in turn, should forward it on to Netball Scotland to be recorded on the membership database.

Monitoring and Performance Appraisal

All members who have contact with children or vulnerable adults should have regular check-ins and be monitored, with a 2-way opportunity to both provide feedback to the organisation and to receive feedback on their performance. This will provide an opportunity to evaluate progress, recognise success and good practice, set new goals, identify training needs and address any concerns of poor practice. Any concerns arising should be reported to the Wellbeing and Protection Officer as soon as possible and a written record kept of any requests or requirement to change or update practice kept.