



STATUS:	COMPLETE
REQUIREMENT:	CEO SIGN OFF BOT SIGN OFF 24/06/2015
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SAFE RECRUITMENT POLICY

1. Introduction

- 1.1. Safe recruitment requires safeguarding issues to be considered at every stage of the recruitment process when appointing to a position working or volunteering with children. Although the vast majority of coaches and officials/helpers are committed, dedicated people who are motivated to work within wheelchair rugby for commendable reasons, it is vital that all reasonable steps are taken to ensure that any unsuitable people or people who may abuse children are prevented from working with young people.
- 1.2. The following procedures should be adopted and applied consistently, and help to ensure that safeguarding as well as providing an effective deterrent to anyone who wants to abuse children within the sport. All Great Britain Wheelchair Rugby (GBWR) clubs should adopt this policy. As people who want to abuse children may seek out various avenues to gain access to children, it is equally important that robust recruitment procedures are in place for both paid and voluntary positions. These practices must be followed at all times, even where there is only one applicant for a position.

2. One Off Volunteers

- 2.1. The only current exception to this is in the case of one-off volunteers who will only have supervised contact with children for a limited period of time. This may include:
 - 2.1.1. parents or other volunteers helping out at a club fundraiser or event;
 - 2.1.2. under 18s attending the club for a work experience.
- 2.2. Where one-off volunteering becomes more regular, e.g. more than once a month, the recruitment procedures must be fully applied.
- 2.3. One off volunteers should complete a self-declaration form, found in the GBWR Safe and Sound safeguarding policy. They should also provide two references, one being from a previous employer or volunteer co-ordinator.

3. Parents

- 3.1. It should be noted that it is inappropriate, and in the case of criminal records checks unlawful, to apply recruitment procedures to parents whose only role is to care for their own child, e.g. a parent of a child with a disability who attends a wheelchair rugby session to provide one-to-one support for the child. However, in the event that the individual in question wishes to take on a role within the club that will bring responsibility for other children the full recruitment procedures must be applied.
- 3.2. It is essential that the following recruitment and selection procedures are applied without unlawfully discriminating against candidates on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation, and are fully compliant with the **Data Protection 1998**.



4. Safe Recruitment Processes

4.1. Preparing Candidate Information

4.1.1. This should include: -

- 4.1.1.1. job description that makes reference to the responsibility for safeguarding and promoting the welfare of children;
- 4.1.1.2. person specification ensuring specific reference is made to suitability to work with children;
- 4.1.1.3. application form, which contains appropriate safeguarding sections/Request for expression of interest letter and CV.

4.1.2. Anyone who expresses an interest in the job or role should be sent a candidate information pack, which together with the terms and conditions for the post and the application form should include safeguarding policy and equality policy. The Job description identifies the key roles and responsibilities that make up the position and the role the postholder will have in regards to safeguarding and promoting the welfare of children.

4.2. Application forms

4.2.1. Application forms should include the following:

- 4.2.1.1. current and any former names, address and other contact details;
- 4.2.1.2. National Insurance number to confirm the right to work;
- 4.2.1.3. any relevant academic or vocational qualifications and details of the awarding body;
- 4.2.1.4. a full history in chronological order of any paid or voluntary positions working with children, with start and end dates and reasons for leaving
- 4.2.1.5. a statement of personal skills and experience related to the job description, outlining the candidate's suitability for the position and how she/he fulfils the person specification
- 4.2.1.6. a copy of GBWR's self-declaration form Confirmation of whether they have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of offenders act 1974 (Exceptions) order 1975 (as amended in 2013)
- 4.2.1.7. contact details of at least two referees (not relatives), one of whom should be a previous employer/volunteer co coordinator who can comment on the candidates experience and suitability to work with children and young people.

4.3. Attracting Candidates

4.3.1. Safeguarding needs to feature strongly in any advertising when recruiting for a position working with young people. The recruiting organisation should prepare a safeguarding statement that should feature in any publicity about the role. In addition, the organisation should include a statement advising that a criminal record check will be required as part of the recruitment process.

- 4.3.1.1. sample advertisement;
- 4.3.1.2. details of recruiting organisation;
- 4.3.1.3. position and main duties and responsibilities;
- 4.3.1.4. salary (or indication of whether expenses can be claimed if the role is voluntary);
- 4.3.1.5. experience/qualifications required;
- 4.3.1.6. the use of criminal records checks as part of the recruitment and selection process.

4.4. Scrutinising Applications

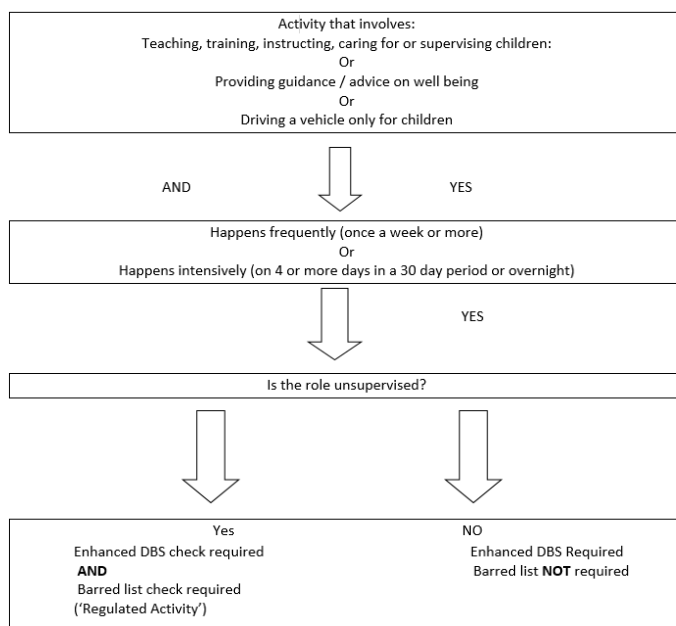
4.4.1. All applications should be scrutinised to ensure all the required information has been provided and to identify anything of concern. This could include any discrepancies in information provided or any unexplained gaps in terms of individual's involvement in sport of working with children. All candidates should be assessed equally against the criteria contained in the person specification without exception or variation and a shortlist



- prepared. Any concerns identified from the application form should be addressed with the applicant at interview.
- 4.4.2. See GBWR reference request form in GBWR Safe and Sound Safeguarding document
 - 4.5. Interview
 - 4.5.1. Where a position involves significant contact with children a formal interview should be held according to correct procedures and protocol. The purpose of the interview is to carry out an assessment of the qualities of candidates in relation to the requirements of the job and their suitability to work with children. There should always be a face-to-face interview, even if there is only one candidate.
 - 4.5.2. Additional information can be requested at interview to support the details contained in the application form and address/ask questions relating to any information disclosed in the self-declaration of convictions where appropriate. It is also important to explore any discrepancies between the information on the application form and the information obtained in pre-interview checks.
 - 4.6. Verifying
 - 4.6.1. Anyone recruiting people to work with children should adopt a checklist to be applied following the selection process, without satisfactory completion of which a firm employment offer should not be made. The checklist should include:
 - 4.6.1.1. verification of identity;
 - 4.6.1.2. sponsorship and Endorsement of Migrant Workers *
 - 4.6.1.3. verification of qualifications.
 - 4.6.2. *If a non EU national (known as a migrant worker) wants to live/work in the UK they must apply to the UK Border Agency for a working visa under the new Points Based System for further details refer to www.ukba.homeoffice.gov.uk
 - 4.6.3. To avoid any unnecessary delays, all candidates should be instructed to bring their identity documents to the interview. Candidates must also bring with them any qualification and awards certificates.
 - 4.7. Obtaining references
 - 4.7.1. Two References should be sought and, where appropriate, relevant qualifications or previous experience should be confirmed. In the event that someone is being interviewed who has indicated she/he has previous qualifications/experience in wheelchair rugby, GBWR should request GBWR membership details
 - 4.7.1.1. date of last criminal record check
 - 4.7.1.2. any GBWR qualifications/awards;
 - 4.7.1.3. any known reason for not employing/appointing the named person/Checked any banned list from working with GBWR
 - 4.7.1.4. candidates should be advised that in the event they are the preferred candidate for the job, they will be required to address any issues raised by the current employer prior to their appointment being confirmed.
 - 4.7.1.5. in addition to the current employer, references should also be sought from any previous organisations where the applicant worked in paid or voluntary position with children.
 - 4.8. Confirming the appointment
 - 4.8.1. Once a decision has been made to employ someone or invite someone to take a voluntary role within a club or organisation, an offer letter should be sent out. This letter should specify full details and requirements of the position and any probation period if appropriate. The applicant should be informed that appointment would be subject to a satisfactory criminal record check and references (if any have not yet been checked).
 - 4.9. Criminal records check
 - 4.9.1. The Protection of Freedoms Act 2012 became law in May 2012 and placed the following legal requirements on organisations:
 - 4.9.1.1. to not knowingly allow a barred person to work in 'regulated activity'



- 4.9.1.2. informed the DBS if an individual is removed from 'regulated activity' because they have harmed or because they pose a risk of harm to vulnerable groups (including children).
- 4.9.2. Volunteers and employees should only be barred list checked for vulnerable adults if they provide 'personal care' for a vulnerable adult. More information about this can be found at the following website <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>
- 4.9.3. A criminal records check will confirm whether an individual is included on a barred list. GBWR members in regulated activity are required to complete an enhanced DBS with barring list check through GBWR every two years. It is the responsibility of ONLINE DISCLOSURES to assess the role and determine whether a criminal record check is required. Where a club is recruiting a new employee or volunteer who is already a member of GBWR and has completed a GBWR disclosure within the last two years or has registered for the DBS Update Service, a new GBWR disclosure is not compulsory and it is the decision of the recruiting club whether they wish to carry out the check. If it is decided not to request a new disclosure, the club must confirm that GBWR has approved the individual before an appointment is confirmed. Prior to receipt and GBWR approval of the criminal record check, the individual may be permitted to undertake a role which is supervised at all times by a person in regulated activity within the affiliated organisation, for a maximum period of 6 weeks.
- 4.9.4. The GBWR Case Management Team is responsible for carrying out an initial assessment of any content on a disclosure and will make a suitability decision in the case of content assessed to be a risk. GBWR affiliated clubs must abide by GBWR decisions. GBWR will contact the recruiting club without delay in the event that a criminal record check contains information of significant concern.
- 4.9.5. DBS Eligibility
- 4.9.5.1. The Government have reviewed the criteria to determine who is eligible for a DBS check and have introduced the new definition of 'regulated activity' to assist. The new guidance introduces consistent safeguarding and vetting requirements for all those working with young people, whether they are in a paid or voluntary capacity. The new definition distinguishes between roles that meet the definition of 'regulated' activity AND whether they are deemed supervised or unsupervised roles. The supervision distinction determines the level of check required i.e. enhanced DBS check and / or barred list check. See diagram below for eligibility:



4.9.5.2. The below list is not exhaustive of GBWR and/or club roles. Great care should be taken when requesting a DBS check, the unlawful request of a DBS check may result in disciplinary action. Please contact GBWR’s Lead Safeguarding Officer for more information on this.

Roles within GBWR	DBS required (enhanced unless stated)	Barred List required	NOTES
Coach	Yes	Yes	In line with regulated activity rules above
Assistant Coach	Yes (Standard)	Yes	In line with regulated activity rules above
Team Captain	Yes	Yes	If captain of a team that includes under 18s In line with regulated activity rules above
Vice Captain	No	No	Only needs checking if deputising for Captain
Classifier	Yes	Yes	In line with regulated activity rules above
Club Welfare Officer	Yes	Yes	In line with regulated activity rules above
County/Regional Welfare Officer	No	No	As long as this is their only role (not enough regular contact)
Team Manager	Yes	Yes	In line with regulated activity rules above
Chaperone (Personal arrangement between individual and company)	Yes	Yes	Additional checks required if chaperone is supporting other members of club
Club Medical Staff e.g. Doctor or Nurse	Yes	Yes	Only if the person is qualified and fits into the regulated activity above



First aider	No	No	Cannot complete a DBS check on an unqualified first aider who provides ad hoc first aid.
Sport Psychologist	Yes	Yes	In line with regulated activity rules above
Tutor to children under 18 years of age or VA	Yes	Yes	In line with regulated activity rules above
Physiotherapist (including Sports Massage)	Yes	Yes	In line with regulated activity rules above
Host Family parent/carer with responsibility for a child. NB - if this is a private arrangement between parents a DBS or Barred List check will not be required.	Yes	Yes	Only if overnight between the hours of 2am-6am
Nutritionist	No	No	As long as this is their only role (not enough regular contact)
Team /Club wheelchair Technicians	No	No	As long as this is their only role (not enough regular contact)
Team Carers	Yes	Yes	In line with regulated activity rules above
On court helper Individuals not training to be or acting as a coach or carer. Supervised pitch side role acting as a helper to the qualified coaching staff in a training or	Yes (Standard)	No	Individual should not be out of sight or ear shot of person leading the session. In line with regulated activity rules above
Parent Helper	Yes (Standard)	No	In line with regulated activity rules above
Table Official	No	No	This will apply if this their only role within GBWR
Referee	No	No	This will apply if this their only role within GBWR
Mentor Referee	Yes	Yes	In line with regulated activity rules above
Membership Secretary	No	No	This will apply if this their only role within GBWR
Chairperson	No	No	This will apply if this their only role within GBWR
Club Secretary	No	No	This will apply if this their only role within GBWR



Website Officer/Administrator	No	No	This will apply if this their only role within GBWR
Photographer or filming children	No	No	

- 4.10. Overseas candidates
- 4.10.1. A DBS/Access NI/Disclosure Scotland Criminal Record Check will not provide a full picture of a criminal record for any candidate who has been resident in a foreign country. Different countries operate varying methods for providing background checks and not all countries are able to provide this service. The DBS website provides current advice on which countries are able to provide a check and the applicable procedure. Non-UK vetting must also be undertaken on British passport holders who have lived abroad in the past five years.
- 4.11. Induction
- 4.11.1. While the pre-recruitment processes are important, particularly to act as a deterrent to those individuals who may be considered unsuitable, perhaps the most significant time is the successful candidate's period of induction in the initial months of appointment.
- 4.11.2. There may be some standard elements of induction but a successful induction is likely to have considered the individual needs of each new recruit and will involve a variety of elements, including:
- 4.11.2.1. an explanation of Club/GBWR Safe and Sound Safeguarding and protecting children policy and other policies.
- 4.11.2.2. GBWR staff induction policy
- 4.11.2.3. formally signing up to GBWR policies and Codes of conduct.
- 4.11.2.4. clarification of roles, responsibilities and consideration of expectations.
- 4.11.2.5. an assessment of learning needs, e.g. safeguarding, coaching, first aid, equality and diversity, English (if English is not a first language).
- 4.11.2.6. coaching and mentoring.
- 4.11.2.7. experienced individuals often have various mentors who support them at times throughout their career. A mentor is particularly important in an induction period and may act as a role model, cultural differences, language barriers etc.
- 4.11.3. Good induction programmes will fully support the needs of new employees or volunteers and allow them to be successfully integrated into the club. An induction period may also highlight any poor practice and allow the club or GBWR to take action.
- 4.12. Monitoring and appraisal
- 4.12.1. All staff and volunteers should be given the opportunity to receive feedback, either through a formal appraisal or more informally through mentoring. Although this is good practice for any voluntary or paid position, appraisals are essential for positions that involve significant contact with young people. Appraisals should be offered at regular intervals, initially at the end of a 6 month probation period and thereafter at 6 month and yearly intervals. An appraisal can help to establish learning needs, review targets and consider any concerns.