



# ***Guidance on Safer Recruitment***

**June 2015**

## **Recruitment**

There are 12 steps to follow when recruiting anyone to work or volunteer with children or young people at your club. Snowsport England (SSE) recognises it has a responsibility to safeguard children participating in snowsports by providing a safe and enjoyable environment. Your club has a moral, and a **legal obligation**, to follow good practice when recruiting and all reasonable steps must be taken to ensure unsuitable people are prevented from working with children.

On page 5 you will find a simple recruitment checklist.

***Snowsport England requires all affiliated clubs and organisations to go through an appropriate vetting process prior to appointing new staff to work with children, to establish their suitability to work with them.***

- 1) **Recruitment Policy** – Your club should have a simple [recruitment policy](#) to show the club's commitment to safe and fair recruitment.
- 2) **Planning your recruitment** – Clubs should draw up a list of roles they need within their club. For each role, a role description including the necessary and desirable skills and experience required to fulfil the role should be listed.
- 3) **Application Form** – An [application form](#) should be drawn up to collect the information required.
- 4) **Advertising the role** – Depending on the role, you might advertise it locally, on your notice board, on your website or to a wider audience. In practice, applicants may approach the club asking if they can volunteer. Make sure you mention a DBS will be required if the role involves working with children.
- 5) **Shortlisting** – If you are advertising a paid role, you will need to go through a fair and equitable shortlisting process. If applicants have volunteered, you may only have one applicant for the role.
- 6) **Interview (a) or Meeting (b)**
  - a) **Interview** – If there is competition for one role, a panel should be appointed, questions agreed, and applicants invited to a formal interview process
  - b) **Meeting** – Most roles at clubs will not attract multiple applicants! You must still ensure however that a meeting takes place before appointment to help inform the recruitment decision. Ideally at least two people should meet the person. At this stage it should be possible to confirm the information the applicant has given on the application form. Questions can be asked about how they would handle a certain situation? What experience have they had of something? For example:
    - Tell us about your previous experiences of working with children
    - It is 8pm and the training session has finished and a child has not been picked up. What would you do?
    - Have you ever been refused work with children? Is there anything we should know that could affect your suitability to work with children?

- 7) References** – It is really important that references are taken up. Ask the CWO of the applicant's last club, for a reference. If there is no CWO, ask the Chairman. You might find out they did not adhere to club rules, or maybe they did not operate with a child centred approach. Either send a letter or a [reference request form](#) and make sure you can verify the reply has been sent by the correct person. 2 references should be taken up.
- 8) DBS Disclosure** – SSE has a [mandatory list](#) of roles that are required to have a criminal records check. Other roles within clubs can vary enormously and so a [risk assessment](#) (on page 2) should be carried out for them. Further guidance can be sought from [SSE](#) if required. Record this information your DBS [recording form](#).

The applicant should [obtain a DBS](#) (where required) before being allowed to start. This must be an enhanced disclosure, with barred list check for working with children and issued by SSE, SSS, or SSW\*. Please note Basic disclosures issued by BASI are **NOT ACCEPTABLE** for the work they are doing with you. Contact [SSE](#) to verify the disclosure information is current and acceptable. SSE will need the full name, date of birth and disclosure number. If it was not issued by SSE, please scan a copy and e mail to [SSE](#).

\*If the applicant has an appropriate disclosure issued by another organisation and has joined the DBS Update Service, SSE might be able to accept it. Ask them to scan a copy to [SSE](#).

NB – always verify with SSE the DBS information is correct – never take their word for it. Remember – a DBS check will only show cautions, convictions, reprimands or warnings the person has received. If they have never been suspected of being a risk to children, the criminal records check will be clear. In addition SSE could be aware of something that has happened since the disclosure was issued. Where this occurs SSE would make every effort to inform clubs where the person is known to work, but cannot inform other clubs. A DBS check (where applicable) is only part of good recruitment practice.

- 9) Other Checks** – If recruiting a coach, check they have a DBS, a relevant coaching qualification, first aid and safeguarding certificates (in addition to DBS). If recruiting a CWO, they will need an SPC (or work based equivalent), DBS and need to attend the Time to Listen course. Other roles within your club may require other qualifications.
- 10) Recruitment Decision** – The CWO/appointed recruiter should collect all the information, confirm the identity of the applicant (via a photo drivers licence, or passport), check the references, ensure the DBS check (if applicable) is satisfactory, and look to see if there are any unexplained gaps in employment history before making the employment decision. Ideally the decision should be made in consultation with those that interviewed the person. If you need to do a risk assessment as a result of information received, contact [SSE](#) for advice and support. If you are employing someone from outside the EU you must also ensure they are entitled to work here.
- 11) Induction and Supervision** – Make sure the new staff member has an induction. This should include reference to the clubs policies on transport, photographs, e-safety etc. They should be made aware of **SnowSafe** (SSE's child safeguarding policy) and their requirement to abide by it. They should know how to respond to a concern raised by a child or adult, and about the appropriate reporting procedures for concerns. Talk to them about acceptable/unacceptable behaviours. Ask them to agree to and sign the relevant Code Of Conduct. If they are entitled to free tea/coffee or snacks, make them aware of this. If the club reimburses out of pocket expenses, tell them how to claim. This is also an ideal time to establish if any other training is required. Appoint a mentor they can go to for advice and

support for a period of time. Set a probationary or trial period (3 or 6 months) and ensure they are supervised to begin with.

**12) Disciplinary Procedure** – If you have followed the guidance above, you are less likely to need to invoke your Disciplinary Procedure! However, it is important the club has one, so appropriate steps can be followed should the need arise.

Safeguarding is Everyone's responsibility – All individuals and clubs have a duty of care to ensure the safety and welfare of all children involved in their activities and to safeguard and protect them from reasonably foreseeable forms of harm.

[Working Together to Safeguard Children](#), HM Government (2015)

### **Recruiting Non-EU volunteers and coaches to work with children**

The employer (ie the Club or snowsports organisation) is responsible for ensuring employees have the right to work within the UK, with a relevant visa, so you should ensure you comply with the [UK Visas and Immigration Department's](#) requirements, when employing people from outside the EU. See "[Check if someone can Work in the UK](#)". Clubs must also follow the guidelines above including references, DBS. Contact [SSE](#) for more advice and to find out whether a Police Check from the country the person has lived in is also required.

### **Snowsport England Requirements**

#### ***All affiliated clubs/organisations will:***

- Ensure all staff and volunteers who are eligible are subject to a criminal records check
- Ensure all staff and volunteers who are undertaking Regulated Activity are checked against the barred list for working with children and not allowed to commence work if they are barred
- Ensure all coaches and child welfare officers undertake relevant child protection training
- Ensure all staff and volunteers working with children are aware of good practice and bad practice and know what to do if they have a concern about a child, or about the behaviour of an adult towards a child
- Ensure coaches and other staff know how to respond to a disclosure, how to record the information and reporting procedures
- Ensure all coaches, instructors, trainee instructors and leaders have an up to date first aid qualification

**NB** The guidance above applies to all people applying for roles working with children. We recommend for roles not working with children you still follow the general principles of the guidance, but you will not be able to ask for a DBS disclosure, or ask about unspent criminal convictions.

For further information see Snowsport England Website – [Safeguarding resources](#) including [DBS information](#), templates and policies to adapt and our [Snow Safe](#) Policy.

## **Checklist when recruiting staff to work with children and young people**

This checklist applies to all posts, whether paid or unpaid, full or part time.

Your Club will:

- ✓ Have a recruitment policy which has been agreed by your Club Committee
- ✓ Have identified the roles required, and drawn up role descriptions for the different posts. eg Coaches, Instructors, Club Welfare Officers etc.
- ✓ Have clearly defined the responsibilities of each post, and the skills, experience, attributes and/or qualifications required for each post (person specification)

**For each post have you:**

- ✓ Advertised the post? This could be on your website, through newsletters, adverts on your noticeboard, in local papers or maybe advertised more widely. Remember – if the post involves working with children you should also state on the advert a DBS check will be undertaken.
- ✓ Drawn up an application form?
- ✓ Applied for written references?
- ✓ Interviewed the applicant, or had a meeting with them?
- ✓ Carried out ID checking?
- ✓ Checked with SSE the applicant's DBS is valid for snowsports?
- ✓ Checked their other qualifications (if applicable) eg Coaching qualification, First Aid certificate, Safeguarding Certificate etc?
- ✓ Risk assessed their application if either the DBS or references raise concern? SSE risk assesses all positive DBS disclosures undertaken by them. We have members of staff with training and experience to carry this out. If in doubt, please consult Safeguarding Lead or deputies.
- ✓ Carried out an Induction?
- ✓ Arranged for them to be mentored or supervised for 3 to 6 months?
- ✓ Given them a probationary period of 3 to 6 months?