

Document Title	Recruitment & selection for Regulated Work		
Published	February 2012	Version	1.0
Valid to	February 2015		
Author	Martin Symonds Symonds - Head of Governance & Member Services		



PROCEDURE FOR THE RECRUITMENT AND SELECTION OF STAFF/VOLUNTEERS IN REGULATED WORK WITH CHILDREN

1 Introduction

The SAA will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with children. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children within the SAA.

This recruitment and selection procedure has two functions. It:

1. Provides the SAA with an opportunity to assess the suitability of the individual for a particular regulated work role with children.
2. Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

The following recommended procedure will be completed for all positions deemed to be regulated work with children within the SAA.

2 Advertising

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include the following:

- The aims of the SAA and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- Details of the SAA open and positive stance on child protection. A statement that the position applied for is regulated work with children and will require PVG Scheme membership.

3 Pre-application Information

Pre-application information for these positions will be sent to applicants and will include:

- A job description and person specification (e.g. stating qualifications or experience of working with children required) which outlines the roles and responsibilities of the position.
- Application form, self-declaration form and PVG Scheme Q&A guidance notes.
- Information on the SAA and related topics.

Evidence of qualifications will always be verified.

4 Application and Self-Declaration Form

All applicants will be requested to complete an application form and self-declaration form. The purpose of the application form is to obtain relevant details for the position and referee contact details. The self-declaration form, which shall include information on any past criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed.

5 Review Applications

The SAA will review application forms and consider applicants for interview. Self-declaration forms of those deemed suitable for interview will then be opened and considered. If the applicant is no longer an interview candidate, the self-declaration form must be destroyed. Successful applicants will be invited to interview.

6 Interview

Interviews will be carried out for all positions which are regulated work with children.

7 Offer of Position

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations e.g. agreement to the policies and procedures of the SAA, the probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the SAA Child Protection Officer.

The applicant's appointment will only be confirmed when:

- the self-declaration form has been opened and considered
- satisfactory references have been received and checked
- A satisfactory Scheme Record/Scheme Record Update has been received.

8 References

References will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

9 Membership of the PVG Scheme

The SAA is registered with Central Registered Body in Scotland. Individuals carrying out regulated work with children within the SAA must be members of the PVG Scheme.

The SAA will require the successful applicant to submit a Scheme Record/Scheme Record Update application which will be returned to and processed by the SAA Child Protection Officer.

10 Overseas Applicants

Applicants from overseas being appointed to regulated work with children within the SAA are required to join the PVG Scheme.

Applicants from overseas must prove their 'right to work' in the UK and 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 in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

11 Induction

After the applicant accepts post in writing, the induction process will include the following:

- An assessment of training, individual aims, needs and aspirations.
- Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct.
- Clarification of the expectations, roles and responsibilities of the position.

12 Training

Newly appointed staff/volunteers in regulated work with children should complete recommended training over an agreed period. Recommended training includes sportscoach UK's 'Safeguarding & Protecting Children' (a basic introduction to child protection) and, should it become relevant, In Safe Hands (a workshop for club child protection officers).

13 Probation

Newly appointed staff/volunteers will complete an agreed period of probation (e.g. 3 months).

14 Monitoring and Performance Appraisal

All staff in positions of regulated work with children will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

15 Ongoing suitability

Once an individual is in a position of regulated work, the SAA will require the individual to complete a self-declaration form and apply for a Scheme Record Update every three years. This ensures the organisation is continually risk assessing staff/volunteers to keep participating children safe.

16 Existing staff/volunteers joining PVG Scheme

For existing members of staff/volunteers, who were not previously checked or were previously enhanced disclosure checked for a childcare position under the Protection of Children (Scotland) Act 2003, the SAA will require those individuals to become PVG Scheme members if they are carrying out regulated work with children.

At the appropriate time, existing members of staff/volunteers will be notified by a Retrospective checks letter giving information on the process. Staff/volunteers will be required to complete a self-declaration form and submit a Scheme Record/Scheme Record Update application. This will ensure, over time that everyone in regulated work in the organisation is a PVG Scheme member.

17 New vetting information on PVG Scheme Records

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

Should any risk be identified, it will then be necessary to follow the SAA Responding to Concerns about the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

18 Consideration for Children's List or Barred Individuals

If Disclosure Scotland inform the SAA that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 duties for organisations.

If Disclosure Scotland notifies the SAA that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until

the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

19 PVG Scheme Member leaves the SAA

The SAA will update Disclosure Scotland on PVG Scheme members who are no longer in regulated work with children on behalf of the organisation. Should a member of staff/volunteer not be in contact with the SAA for up to three months, the SAA will then inform Disclosure Scotland that the individual is no longer in regulated work with children within the organisation.