



GOOD PRACTICE GUIDANCE ON RECRUITMENT, SELECTION AND RETENTION OF PERSONS WORKING WITH YOUNG PEOPLE

INTRODUCTION

All adults who work with young people in hockey are in a position of trust which has been invested in them by parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

As good practice, it is important that all reasonable steps are taken to ensure that individuals working with young people in hockey, whether in a paid or unpaid capacity are suitable and appropriate. This can help to ensure that hockey offers opportunities for young people in a safe and enjoyable environment.

The aim of any recruitment process is to ensure that any legal responsibilities are met, that the most appropriate person is appointed to the job/role, and all necessary checks have been undertaken before the individuals begins working with young people.

IMPLEMENTATION OF GOOD PRACTICE FOR SAFER RECRUITMENT

There are a number of steps to support good practice in safer recruitment; template documents are available to assist in this process.

1. PLANNING:

It is essential to have clear roles and responsibilities for all paid and voluntary positions you are recruiting for. A job or role description should list the duties for the position and a person specification can be used to highlight the skills and experience that are needed.

2. ADVERTISING:

When any role becomes available, it is important to ensure that it is advertised. Advertising the role on notice boards at the facility that you use, through newsletters, on the website or by contacting the local volunteer centre can help to attract new volunteers.

Essential inclusions within the advertising are:

- aims of the club/association
- role description
- experience and skills required, particularly if experience of working with young people is an advantage
- reference to Safeguarding and Protecting Young People in Hockey Policy and Procedures
- reference to codes of Conduct / Ethics and Behaviour
- the requirement to complete a Disclosure and Barring Service (DBS) check (if relevant to the role)
- details on how to obtain an application form (it would be useful to include a closing date to streamline your process)

3. APPLICATIONS:

Anyone who shows an interest in filling a role needs to complete an application form. Applicants will be required to verify their identity. When applying for a role working with children or young people applicants will need to be made aware that they will need to complete a DBS check, if successful.

Please also refer the applicant to the Government guidelines on Criminal Convictions, Formal Warnings or Cautions as this information will be required if the applicant is successful.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>



Clubs should not ask applicants for information regarding their criminal convictions, formal warning of cautions at this stage of the application process. This should be done at appointment stage, prior to a person starting in a role.

It is essential that the applicant does not commence in the role until satisfactory references and checks have been received.

The document 'Application form for positions working with young people' includes questions that you are entitled to ask at this stage of the recruitment process.

Once you have received the applications for the position you should assess them for suitability against the criteria, prior to the next stage.

4. MEETING/INTERVIEW:

It is recommended that a meeting/interview is held with applicants (whether formal or informal) before making the recruitment decisions. The meeting/interview provides an opportunity to explore in greater detail information gathered on the application form.

It is also recommended that:

- applicants are asked to bring official photographic proof of identity such as a passport or driving licence
- evidence of relevant qualifications are provided
- questions are prepared in advance that will give the applicants an opportunity to demonstrate their relevant experience.

As well as considering an applicant's ability to fill a role, it is also important to assess their attitudes and commitment to safeguarding. Examples of questions you might ask are:

- Tell us about any previous experience you have working with young people – what were the highlights
- Give a child-related scenario and ask what they would do, e.g. "it is a winter evening and the training session has finished. A parent has not arrived – tell us what you would do?" The applicant would be expected to say that they would stay with the child along with another adult and contact parents to find out where they were.
- What factors do you consider to be important in creating a positive environment for young people
- A child you coach regularly, who is usually happy and sociable, has recently been turning up to training and is withdrawn and argumentative. What would you do?

5. APPOINTMENT:

The successful applicant should be issued with two copies of the 'Role Acceptance Form', a copy of the role description and any other relevant policies and documents. The applicant should also be informed that the position is subject to a satisfactory DBS check and two references. The applicant is required to sign and return one copy of the 'Role Acceptance Form', which indicates their commitment to the role and their agreement to be bound by the relevant policies and documents.

6. REFERENCES AND DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

Once an offer is made it is imperative that references are obtained and the following checks are carried out.

References

- At least two references should be requested from individuals who are not related to the applicant. Ideally one should be work related and the other demonstrating previous involvement of working with young people, ideally in a sporting setting.

See 'Reference form for positions working with young people in hockey'.

- All references should be in writing and followed up, if required, by telephone.
- Check all relevant qualifications are proven and valid through England Hockey.

Disclosure and Barring Service (DBS) Checks:

- As part of the safer recruitment process, applicants over sixteen years old must complete an enhanced / barred list check if they meet the criteria in relation to their work with young people.
- All DBS checks must be conducted through England Hockey. DBS Disclosures processed through other organisations are not acceptable.
- DBS checks should be completed every three years.
- DBS checks should be used as part of the recruitment process to assess a person's suitability to work with young people, it shouldn't be used in isolation.
- England Hockey has the jurisdiction to manage and deal with any matters arising from any disclosure resulting from the DBS process.
- Individuals must not be engaged in contradiction of England Hockey sanctions.

The following guidance is available from England Hockey:

Eligibility for a DBS check

Definition of 'Regulated' activity and level of check required according to role

Frequently asked questions

Disclosure and Barring Service – includes information about single disclosure, who deals with information on a DBS, lost certificates etc

Go to www.EnglandHockey.co.uk/safe

7. INDUCTION:

All staff or volunteers should undergo an induction (formal or informal) to include:

- signing up to the club's Safeguarding and Protecting Young People Policy and Procedures, Good Practice Guidelines and any Codes of Ethics/conduct that are appropriate
- confirming and agreeing roles and responsibilities
- any training needs are established and actioned
- an initial period of supervision of mentoring should be introduced to support the individual.

8. EDUCATION AND TRAINING:

Ongoing training will be provided to support the individual to fulfil their role. Appropriate safeguarding training will enable an individual to recognise their responsibilities with regard to implementing good practice and reporting poor practice or concerns regarding young people.

England Hockey provide a range of training opportunities for all people that work with young people, including coaches, designated Welfare Officers, information is available from www.EnglandHockey.co.uk/safe

See 'Safeguarding Education and Training Guidance' for details of safeguarding training that is available and who should do what level of training.

9. MONITORING AND APPRAISAL:

Review meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. Regular reviews allow opportunity for both parties to feedback and make changes, as necessary.



“The club has a great atmosphere for development, everyone is welcoming and friendly.”