



## GUIDANCE DOCUMENTS

### SAFER RECRUITMENT

Anyone undertaking a role that involves contact with or responsibility for children or other vulnerable groups should be taken through a safer recruitment process. Most people who want to work in a paid or unpaid capacity with children within sport are well motivated.

Without them, volleyball could not operate. However, whether the role is paid or not, it is important that the individual has the right skills, knowledge and attitude for the role and understands their responsibilities.

Portsmouth Phoenix Volleyball Club recognise the below points as best practise for the recruitment of all staff and volunteers in paid for and voluntary roles working with children and young people:

- Each role will have a clear job or role description to explain what tasks will be involved, and a person specification, explaining what experience or attributes the successful candidate needs to carry out the role.
- All roles should be advertised openly.
- Candidates will complete an application form to enable the club, region, or Portsmouth Phoenix Volleyball Club to gather relevant information about each applicant. Where the person is eligible for a DBS check, they will also be asked to complete a Self-Disclosure Form (SP2).
- All candidates will require specific written references before confirmation of appointment.
- Candidates will be interviewed to discuss the role and their suitability.
- Where posts are eligible posts<sup>1</sup>, undertaking an enhanced Disclosure & Barring Service check. Any information on this disclosure will be risk assessed to inform recruitment decisions.
- Relevant qualifications and experience will be checked.
- All recruitment decisions will be recorded and, where relevant, reasons for non-appointment given.
- An induction will be provided for all new staff and volunteers, to include information about the role, safeguarding policies, and procedures, safeguarding training and signing up to the Code of Conduct.
- There will be an agreed probationary period for all new staff and volunteers after which this will be reviewed.

<sup>1</sup> Eligibility for Enhanced level DBS checks will depend upon the role, frequency and regularity of work with children and young people. Unsupervised roles will also be checked against the Barred List.