

Appendix 3: Safe Recruitment Guidance

Recruitment and Employment

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and vulnerable adults. For all positions that require regular contact with children or vulnerable adults the following recruitment procedures must be completed.

Advertising

All forms of advertising used to recruit members for positions involving regular contact with children or vulnerable adults will include the following:

- The aims of the club and, where appropriate, details of the 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 club's open and positive stance on child and vulnerable adult protection.

Pre-application Information

Pre-application information for positions involving regular contact with children or vulnerable adults will be sent to applicants and should include:

- A job description including roles and responsibilities.
- A candidate specification document.
- An application form.
- A Self-Declaration form.
- Information on the club.

Application and Self-Declaration Form

All applicants will be requested to complete an application and Self-Declaration form. The purpose of the application form is to obtain relevant details from the applicant for the position. The purpose of the Self-Declaration form is to collect information on criminal behaviour that is relevant to the position e.g. criminal records or investigations. The Self-Declaration form should be requested in a separate sealed envelope and is not opened until the applicant is selected for an interview. If the applicant is not selected the form is returned unopened to the applicant.

References

References will be sought as required. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children or vulnerable adults in any of the following capacities:

- Employee
- Volunteer
- Work Experience

If the person has no experience of working with children or vulnerable adults, specific training requirements will be agreed before appointment.

PVG Scheme Membership

Scottish Cycling is registered with Disclosure Scotland/Volunteer Scotland Disclosure Services to process PVG applications on behalf of affiliated clubs. Individuals carrying out regulated work with children or vulnerable adults within Scottish Cycling's member clubs should be members of the PVG Scheme.

Clubs, through the Wellbeing and Protection Officer, should sign up to this process in order to process applications for their members. To do this please contact the Scottish Cycling Wellbeing and Protection Team.

Applicants from Overseas

Applicants from overseas that are appointed to regulated work with children or vulnerable adults within a Scottish Cycling affiliated club are should join the PVG Scheme.

Applicants from overseas must prove their 'right to work' in the UK and should 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 regarding their participation and suitability for the position.

Interview

For positions that require regular contact with children or vulnerable adults, interviews should be carried out. An interview should include requests for additional information including references, to support the application.

Offer of Position

Once a decision has been made to appoint an individual, an offer letter will be presented to the applicant including the details of the position, any special requirements and the obligations. These may include:

- Agreement to the policies and procedures of the organisation.
- The probation period and responsibilities of the role.

Confirmation of the position being undertaken will require the offer letter to be accepted by the individual signing and dating their agreement on the offer letter and returning it to the organisation.

Induction

The induction process for the newly appointed member will include the following:

- An assessment of training, individual aims and any other needs and aspirations.
- Clarification, agreement and signing up to the Club Wellbeing and Protection Policy
- Clarification of the expectations, roles and responsibilities of the position in question.

Training

Newly appointed members will complete the following training over an agreed period:

- Child Wellbeing and Protection in Sport
- Any other identified training needs.

On completion of the required course, the newly appointed member should submit their certificates to the Wellbeing and Protection Officer who in turn, should forward it on to the Scottish Cycling Wellbeing and Protection Team.

Probation

Newly appointed members will complete an agreed period of probation on commencement of their role.

Monitoring and Performance Appraisal

All members who have contact with children or vulnerable adults should 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. Any concerns arising should be reported to the Wellbeing and Protection Officer as soon as possible.