

## Guideline 2

### Safe Recruitment Guidelines

Grassroots bowls needs the many thousands of volunteers to ensure the game continues to grow. It is very important that the right people are encouraged to volunteer their services in the many different roles there are to play.

The following guidelines reflect government guidance and legislation and are aimed at ensuring all involved in working with children and adults at risk are suitable to do so.

#### Advertising a Volunteer Vacancy

Often when a volunteer position becomes vacant, an internal candidate may already have been identified, and an informal approach by the secretary or committee member would normally be made to confirm the interest of the individual.

If there are no such candidates, then an internal notice could be placed on a notice board in the club house or circulated by word of mouth.

However, the system of recruitment should remain the same with both paid staff and volunteers and all roles involving responsibility for young people and adults at risk should have robust recruitment procedures in place to ensure safe and appropriate staff and volunteers working with children and adults at risk in bowls.

The club or organisation should provide the following:

- A job description detailing the overall purpose of the role, its scope and the skills and experience required to carry it out.
- Information about any responsibility for young people or adults at risk within the role – including whether the role is in “regulated activity”, in which case the post will be eligible for a DBS check. For further details, see page 9 flowchart titled Do I require a DBS Check?
- An application form. For assistance see Template 4 - Application form for Coaches/ Staff/Volunteers/Officers

Any advertisement for the role should include:

- the aims of the organisation.
- a description of the role, key responsibilities and minimum experience and skills required.
- copy of codes of conduct for employees, volunteers and children and guidance for parents and carers.
- short statement that reflects the club or organisation’s commitment to safeguarding.
- process for candidates to apply and a closing date for application.

- contractual information: is the post-paid /unpaid? permanent /temporary/part/full time?
- hours of work and location.
- if the post requires a DBS check.

## **Application**

Everyone should complete an application form. This will assist in decision making and does contain all the personal details which are required for administrative purposes.

(See template sample form 4 - Application form for Coaches/ Staff/Volunteers/Officers).

## **Self-Declaration Form**

As part of the application process all individuals should complete a self-declaration form, declaring any convictions or cautions including all unspent convictions.

(See template sample form 5 – Self Disclosure)

## **References**

Two written references should be requested one of which should know of the candidate's previous experience with children and/or adults at risk. This is particularly important if the person is not known to the club or organisation. If an individual has no experience of working with children or adults at risk, then training would have to be undertaken.

## **Qualifications**

Required qualifications will be checked as part of the interview process.

## **Induction**

All new staff and volunteers will receive advice and support when new to their role. Their progress will be monitored with a clear process of induction outlined.

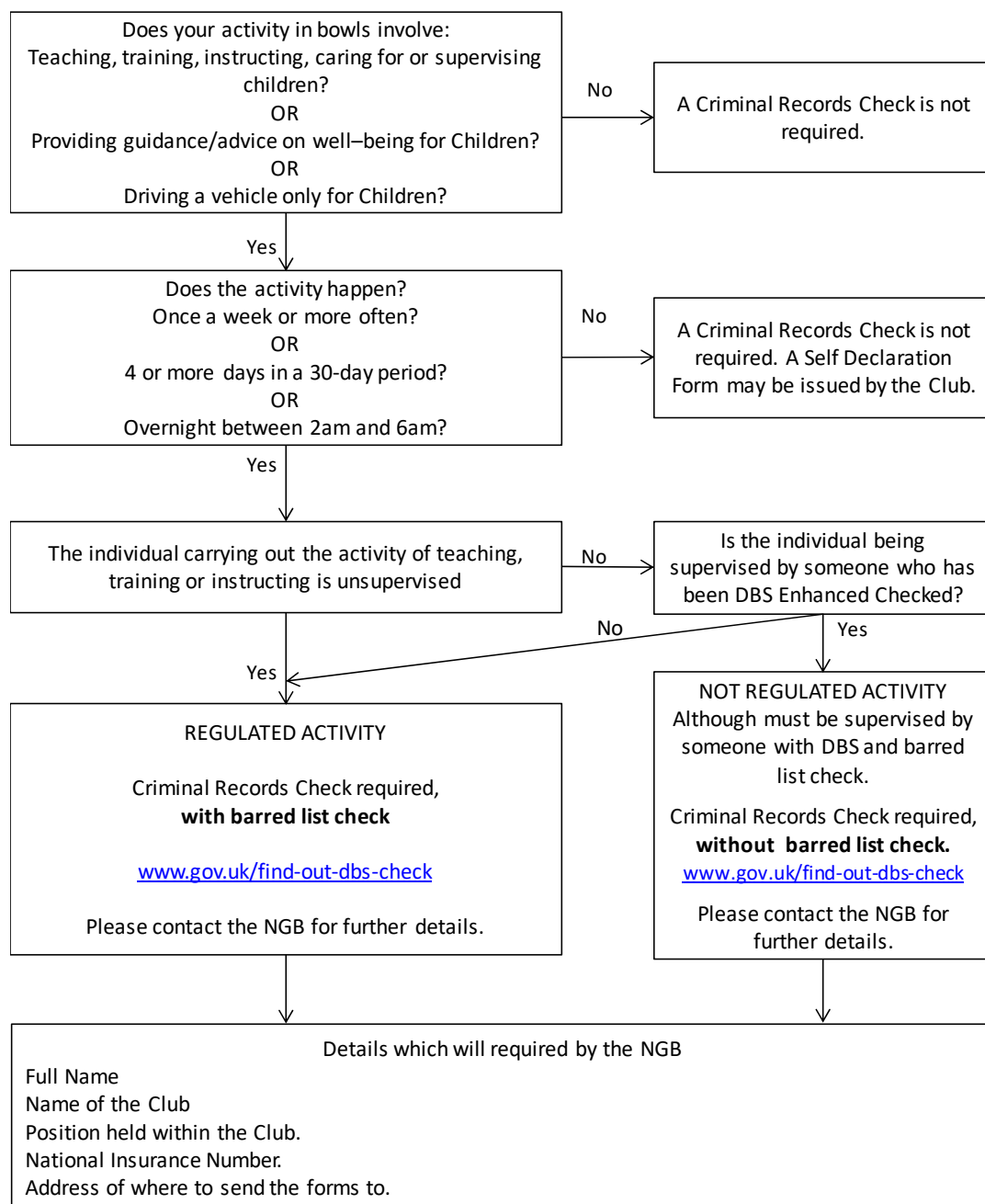
## **Salaried Staff**

Each employing body will be expected to follow its each own recruitment guidelines, which will include safeguarding considerations. If salaried staff are in regulated activity, safe recruitment guidelines would be applied.

Following changes introduced under the 2012 Act only those people in “regulated activity” meet the eligibility criteria for a DBS check.

Refer to the flowchart below to see if you require a DBS check.

### Do I require a DBS check?



Barred list check: a list of people barred from working with children.

Should you meet the eligibility criteria please contact your relevant National Governing Body to request a criminal record check application form.

Guidance on completing and returning the application form will be provided to all applicants.