

## APPENDIX 23

### RECRUITMENT POLICY – VOLUNTEERS & EMPLOYEES

This policy applies to the recruitment [use] of volunteers and employees to roles that fall under the BAB's CRB Certification Policy and the remit of the Independent Safeguarding Authority (ISA) Vetting and Barring Scheme.

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. It is essential the same approach is used consistently throughout Aikido within the BAB.

Under the Protection of Children Act 1999, all individuals working on behalf of the BAB or its Member Associations are treated as employees whether paid or volunteers. Member Associations therefore have a responsibility to ensure that:

- All adults who have direct or indirect “regular supervisory contact with children” undertake CRB disclosure.
- Coaches hold minimum up-to-date BAB coaching qualifications, and current insurance cover.
- Coaching qualifications are verified.
- Staff, Coaches and Volunteers have access to induction training that covers current Child Protection Policies and Procedures.
- Concerns arising during this process regarding the suitability or training needs of staff, coaches or volunteers are noted, fed back to the individual and acted upon as appropriate.

In July 2010 there will be a change in the law with the introduction of the Independent Safeguarding Authority (ISA). Under ISA persons will **only be allowed to take up any a new post that is a regulated position with children once a satisfactory CRB** check has been received. (see **APPENDIX 9**)

All Associations and clubs should adopt and implement recruitment and selection procedures, providing consistency when appointing staff and volunteers.

#### **Advertising positions of responsibility with children in Aikido**

To fill a vacant post the following are essential inclusions within the advertisement:

- A statement that the role involves working with persons under the age of 18.
- The Job Description/role
- The Aims of the club/Association.
- What experience and skills are required?

The BAB Child Protection Policy should be made available to each applicant to be interviewed. This may be viewed on the BAB website: [www.bab.org.uk](http://www.bab.org.uk)

**NOTE:** In many cases the positions involving unqualified staff will be filled by a known parent. While the requirement for a volunteer position will need to be made known within the club, the above requirements should be adjusted accordingly. However all positions whether volunteer helper or coach that require a CRB check must follow the guidance below.

## Application form

Anyone expressing an interest in applying for a role/job must complete an application form. The form is designed to gain information required about the individual, their employment history, relevant experience, qualifications and training.

Applicants are to complete a self-disclosure form, declaring any convictions or cautions. When applying for a role working with children, all convictions spent or unspent must be declared. A full CRB check will be mandatory if the role is one that gives significant and regular access to children (even if the individual has been listed by the ISA as “cleared” to work in a regulated position)

## The interview

The candidate will be asked to provide:

- Name, address and if appropriate, the right to work e.g. through a national insurance number (If to be in an employed position where payment is made)
- Confirmation of identity – NB new driving license, passport.
- Relevant experience, qualifications and training undertaken
- Listing of past career including any prior involvement in Aikido or alternative sport. (In a full time position it is important that any gaps in employment should be fully discussed)
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children (previous employer)

This is not an exhaustive list and the interviewer may wish to ask for provision of further information relevant to the position applied for.

All applicants should be informed they will be required to consent to an enhanced level CRB check if they are successful at interview and which must be “cleared” before the role can be commenced.

## Making the Appointment

References A minimum of two written references should be sought, one from a referee that knows of the individual's previous experience/employment with children, if possible. This should be in writing and confirmed by telephone. If an individual has no experience of working with children training required, and timescale of that training, must be identified at an early stage.

## Recruitment

Existing Staff – will have an existing contract of employment.

New Staff members – will be in the process of signing a new contract of employment.

Volunteers and unpaid staff – Volunteers and unpaid staff must abide by the Constitution of the BAB.

All individuals will fall into one of the 3 categories above and as such should be made aware that they have to abide by either the BAB or Association's terms of employment and their Codes of Conduct and Child Protection Policies and Procedures. Consequently, failure to adhere and comply with terms of employment, codes, policies and procedures may result in

disciplinary action as appropriate under a contract of employment or membership (including suspension/expulsion as an Association/Aikido member).

## **Induction**

Induction should include:

- Verification of their qualifications relevant to the position, including CRB check
- Completion of a profile to identify training needs/aspirations
- Formal signing by volunteers of the club and Association Codes of Conduct
- Explanation of the Association and club Child Safeguarding policy and procedures and related policies and procedures
- Training needs should be identified and met within set timescales
- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)

## **Monitoring and Support**

Appraisals are an important part in staff development and should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. All staff or volunteers should be given feedback, to identify training needs and set new goals.

## **Training**

Training of all relevant staff should support the individual to fulfil their role. The club should ensure all volunteers whose role directly involves children attend a three hour awareness course – Safeguarding and Protecting Children in Sport.

## **Attachments:**

1. Suggested Application and Reference Form
2. Recruitment of Volunteers – Reference Form



**ATTACHMENT 1 TO APPENDIX 23**

**SAMPLE APPLICATION FORM – EMPLOYEES & VOLUNTEERS**

**(Confidential when completed)**

Position applied for:	
Surname and title (Mr/Mrs/Ms/Miss):	
Any first name, surname or maiden name previously known by:	
First name(s):	
Date of birth:	Place of birth:
*National Insurance Number: Present address:	
Postcode:	
Former address (if moved within the previous three years):	
Telephone Number(s):	
Email address:	
Current occupation:	Name of organisation:
Role:	Address:
Start date:	
*Previous occupations:	
Name of organisation:	
Start date:	Finish date:
Relevant experience:	
Previous experience of working with children in a voluntary or professional capacity:	



**Qualifications**

Academic/school:  
*(not essential to complete for those applying to fill voluntary posts)*

Vocational/interests:

Sporting qualifications and experience:

Reason for applying:

Name and address of two people who know you well (and are not related to you) who have first-hand experience of you working with children and who we can contact for a reference, or who have provided you with a reference testimonial:

**1.** **2.**

\* With your approval we shall also contact your current employer (where appropriate) for a reference.

\* **(Note this information is only required for employed staff)**

I agree to abide by any Code of Ethics and Conduct which the Organisation has in force.

Signed:

Date:

Print name:



**ATTACHMENT 2 TO APPENDIX 23**

**SAMPLE REFERENCE FORM – RECRUITMENT OF EMPLOYEES**

**(Confidential when completed)**

**To:**

**From:**

**Reference: (Name of person for whom a reference is sought)**

The above named person has applied for the position of .....within the ..... Aikido Club/Association that will involve substantial access to children in a position of trust and responsibility. Aikido is committed to Safeguarding and Protecting children. As part of our recruitment process references are taken up in respect of a person applying for such a position.

The above named person has given your name as someone willing to be a personal/professional referee. If you are willing to complete the above form please do so and return to the address on the bottom marking the envelope confidential. If you are not please return this form to the same address stating on it you will not be a reference.

If you require further information regarding the role applied for please contact.....

We would appreciate your being extremely candid, open and honest in your assessment of this person.

Thank you

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**How long have you known the above person?**

**In what Capacity?**

**Would you describe this person as:** (circle YES or NO as appropriate)

- Responsible: Yes / No
- Self Motivated Yes / No
- Trustworthy Yes / No
- Motivates others Yes / No
- Reliable Yes / No
- Mature Yes / No

**If NO, please give reasons:**



**What attributes would this person bring to working with children through the role of \_\_\_\_\_?.**

**Do you have any concerns about this person being employed (Voluntary or paid) in a role which give significant access to children?**

**Please add any further comments you feel would be of assistance to us in our recruitment decision.**

**Thank you for your time**

**Please return the form to (Club or Association Details)**