

INSERT CLUB/AREA LOGO

# [NAME OF CLUB/AREA]

## Safe Recruitment Process Guidance Document





## Introduction

This document aims to support [NAME OF CLUB/AREA] in implementing a Safe Recruitment Process (SRP). All archery clubs/areas have a variety of volunteers and staff who assist with the overall running of the Club/Area. Whilst it is vital to keep the issues of wellbeing and protection in proportion, Scottish Archery would like every Club/Area to adopt some basic procedures that will help safeguard all concerned.

Further to this, having a SRP ensures volunteers and coaches who join their club/area feel welcome and part of the organisation. For clubs/areas this ensures appropriate background checks can be made surrounding areas such as qualifications, PVG, knowledge and skills relating to the role.

Abusers of children tend to gravitate to situations where little vetting or checking takes place. It is impossible to know who could abuse children. Therefore, it is important that all reasonable steps be taken to ensure unsuitable people are prevented from working with children.

It is also important that standard procedures are used, whether people are paid or unpaid, part-time or full-time. For all coaches/volunteers/staff working within the Club/Area who have regular contact with young people the following action demonstrates good practice (shown here in no particular order):

### **PVG Scheme Membership**

A PVG Scheme application will be made for all regulatory positions involved in your club/area. Application forms are available from Scottish Archery, who will also receive the results of all PVG Applications and make judgement on each applicant's suitability to work with children – based on the information presented and from other parts of the recruitment process. Clubs have overall responsibility to establish the suitability of candidates based on a full recruitment procedure. These checks are FREE to volunteers. This is now completed by the club and PVG applicant on our JustGo Membership system. Check our JustGo PVG Credential Help Guide on our Safeguarding section on the website under the heading **PVG Guidance and Documents for Clubs/Areas**, click [here](#).

### **Referees**

It is best practice for clubs to utilise the references forms for recruitment of volunteers. References from at least two people (not relatives) who have known the applicant for at least 2 years and who are able to comment confidentially on the person's previous work with children and any former involvement in sport.

### **Interviews**

It is best practice for clubs to utilise an interview process for recruitment of volunteers. Simple, informal interviews to assess the applicant and attempt to verify all information given can be held for voluntary posts. These could be included within the induction process.

### **Induction**

An induction procedure for all new starts is recommended. New starts will then be made aware of the relevant club policies and able to sign appropriate Codes of Conduct and membership requirements. A period of probation is advisable. Probation can also be used if you implement all areas of the recruitment process and are awaiting the results of a PVG Application.

### **Training**

The Child Wellbeing & Protection in Sport (CWPS) workshop should be completed by all volunteers and staff in a regulated role.

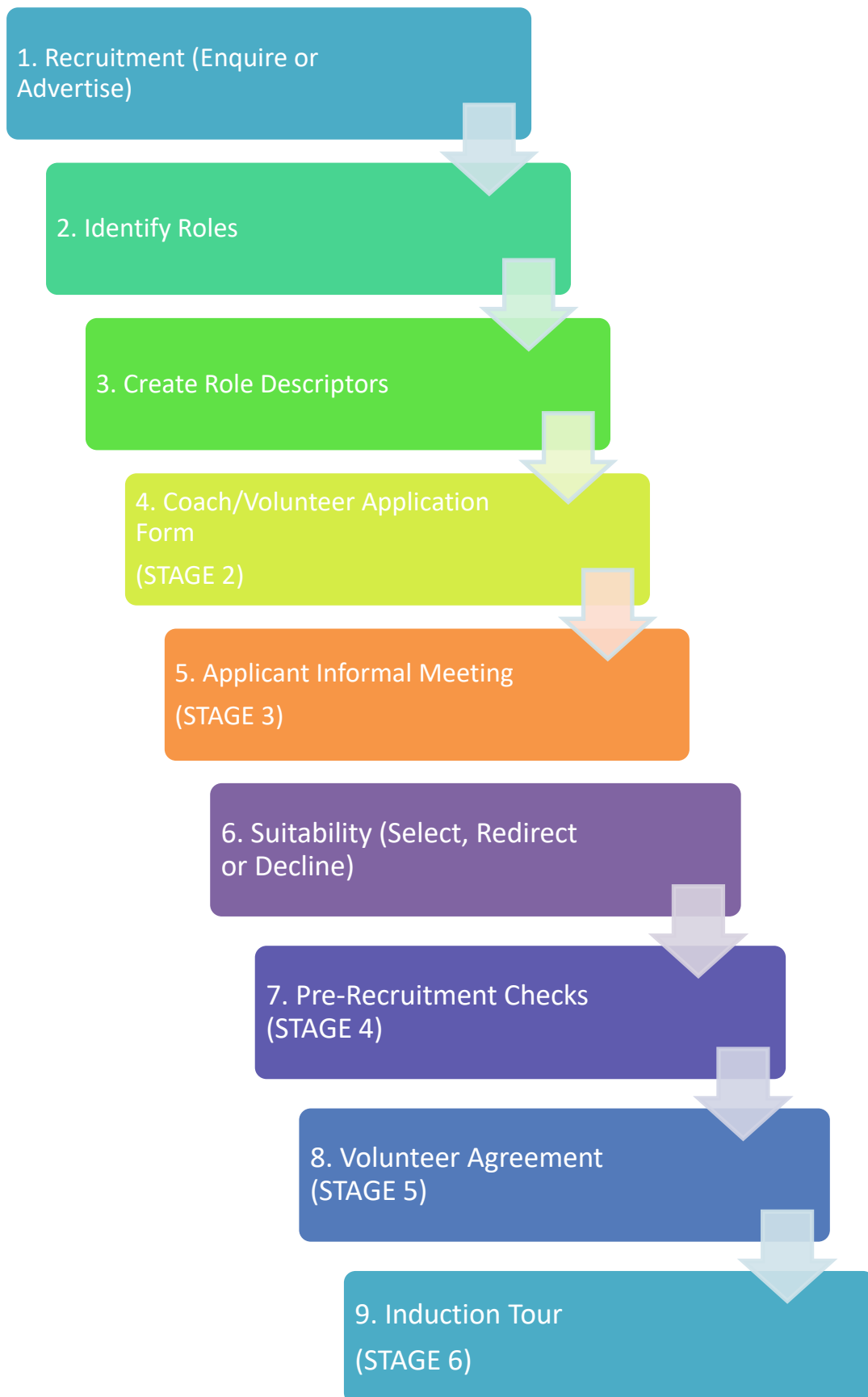
## **Safe Recruitment Process - Stages**

Please note that this document is a guide and can be altered or modified to suit the needs of a particular club/area.

Below are the stages in which clubs/areas should follow when implementing a SRP:

- **Stage 1:** Create a Good Practice Selection Process
- **Stage 2:** Applicants complete Coach/Volunteer Application Form
- **Stage 3:** Invite applicant for Informal Meeting (Interview Questions)
- **Stage 4:** Selected Coach/Volunteer - Carry out Pre-Employment Checks
- **Stage 5:** Sign Coach/Volunteer Agreement Form
- **Stage 6:** Committee provides Induction Tour of Club/Area

## STAGE 1: Good Practice Selection Process



# Coach/Volunteer Application Form

## Position applied for

**Part A: Personal Details**

Title:  
 Mr  Mrs  Miss  Ms  Other

Surname \_\_\_\_\_

Forename \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nat. Ins No. \_\_\_\_\_

Current Address \_\_\_\_\_  
 \_\_\_\_\_

**Part C: Previous Experience**

Name of Organisation \_\_\_\_\_

Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Telephone No \_\_\_\_\_

Nature of Duties: \_\_\_\_\_  
 \_\_\_\_\_

**Part E: Other Information/Notes**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PVG Scheme – Are you a member of currently? Yes/No  
 Are you a member of ArcheryGB and Scottish Archery? Yes/No

Postcode \_\_\_\_\_

Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

Mobile No \_\_\_\_\_

**Part B: Previous Work/Volunteering Experience**   **Part D: Qualifications**

Current Job title \_\_\_\_\_ Academic, GCSE/NVQ, Coaching, Sports...

**Part F: References**

Please provide references from at least two people (not relatives) who have known the applicant for at least 2 years and who are able to comment confidentially on the person's previous work with children and any former involvement in sport

**Referee 1:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I agree that I have known the applicant for at least 2 years and able to comment confidentially on the person's previous work with children and any former involvement in sport

**Referee 2:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I agree that I have known the applicant for at least 2 years and able to comment confidentially on the person's previous work with children and any former involvement in sport

**STAGE 3: Invite Applicant for Informal Meeting (Interview Questions)**

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**Informal volunteer meeting questions**

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Here are some example interview questions that could be used as part of your interview process. These should be selected and tailored in accordance with the role you are recruiting for.

- What are your reasons for applying for this position and what do you feel you can bring to the role?
- Tell us about your volunteering experiences that are relevant to this role.
- What experience have you had of volunteering in a club environment and what are the key skills required?
- Can you tell us about a club development intervention that went really well?
- Can you tell us about a club development intervention that did not go so well and what you did to resolve this?
- What do you understand by the term ‘equality, diversity and inclusion’, and how would you ensure this is embedded in your club?
- This post involves motivating young people to become and stay involved in sport. How would you enthuse and motivate young people to be involved and remain involved in the club?
- What knowledge do you have with regards child protection and wellbeing principles, and policies and procedures?
- What is your understanding of school–club links? How would you develop school–club links?
- Good communication skills are essential for this role as you will be working with a diverse range of people, groups and organisations. Can you tell us how your communication skills will assist you in this role?
- This role may involve some administrative tasks; for example, taking registers, collecting key performance indicators (KPIs). Can you tell us about your experience of carrying out such tasks?



## **STAGE 4: Carry out Pre-Employment Checks**

### **1. Identification Check (if applying for PVG)**

This includes providing the committee with 2 forms of ID evidence which must include either Drivers Licence, Passport or Birth Certificate in addition with recent bank statement or utility bill

### **2. Check Employment References (see information from Stage 2: Application Form)**

Contact via email at least 2 references that have been provided. Obtaining information from references, through asking following questions (examples):

- when and for how long the candidate was employed
- what was their role and main duties include
- whether they were reliable, honest and hardworking
- if there are any reasons why they should not be employed

### **3. Check Qualifications, Credentials and Membership of Candidate**

This ensures checks are completed specific to each role, which includes following:

- 1) **Membership** – Active membership for current season with both ArcheryGB and Scottish Archery
- 2) **Coach Licence (coaches only)** – Active ArcheryGB coach licence which includes following:
  - Membership - see above
  - Coaching Qualification – Hold an ArcheryGB recognised coaching qualification
  - Safeguarding Training – completed CWPS training
  - PVG – A member of PVG scheme through Scottish Archery
  - Code of Conduct (Coaches) – see below
  - Rules of Shooting – see below
- 3) **Safeguarding training (CWPS & CWPO Training)** – Completed the necessary training relating to role
- 4) **PVG Scheme** - Be a member of the PVG Scheme in Scotland and hold a valid Scheme Record Update
- 5) **Coach of Conduct (coaches only)** - Agree to abide by ArcheryGB's Code of Conduct for Coaches which can view [here](#)
- 6) **Rules of Shooting** – Agree to abide by ArcheryGB's Rules of Shooting which can view [here](#)

Clubs and Areas								
Role	Membership	Coach Licence	CWPS	CWPO	First Aid	PVG	Code of Conduct	Rules of Shooting
Committee Member	✓		✓		*		✓	✓
CWPO	✓		✓	✓	*	✓	✓	✓
Coach	✓	✓	✓		*	✓	✓	✓

\*CWPO – Child Wellbeing & Protection Officer

\*For First Aid, please see ArcheryGB's First Aid and Safety of Archers guidelines [here](#)

Contact : [admin@scottisharchery.org.uk](mailto:admin@scottisharchery.org.uk)

#### 4. Complete Health Check

- a) Do you have a disability?
- b) Do you require any learner support or reasonable adjustments to fulfil your role? (e.g. have a permanent, long-term or temporary disability, learning difficulty, illness or indisposition)
- c) Do you suffer from any medical condition(s) requiring medical treatment?
- d) Do you suffer from any allergies?
- e) Do you currently take any medication?

#### 5. Criminal Record Check (PVG scheme)

This needs to be completed through your club and Scottish Archery where application can be sent for joining PVG Scheme.

This is now completed by the club and PVG applicant on our JustGo Membership system. Check our JustGo PVG Credential Help Guide on our Safeguarding section on the website under the heading **PVG Guidance and Documents for Clubs/Areas**, click [here](#).

Contact: [admin@scottisharchery.org.uk](mailto:admin@scottisharchery.org.uk)



**STAGE 5: Selected Volunteer signs Volunteer Agreement Form**

# Volunteer Agreement Form

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Volunteers are an important and valued part of *[club/area name]*. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope for from you. We aim to be flexible so please let us know if you would like to make any changes, and we will do our best to accommodate them.

**As a volunteer with *[club/area name]*, you can expect:**

- to be introduced to the way the club works and your role within it
- to have your skills and dignity respected and your contribution valued
- to be reimbursed for out of pocket expenses in line with *[club/area name]*'s volunteer policy
- to be given a point of contact/volunteer coordinator to provide support
- to be consulted on possible changes that could affect your involvement
- to be insured against any injury you suffer or cause due to negligence in the course of your volunteering
- recognition and thanks
- to be supported to identify training and development needs in your volunteer role
- as a result of the above, to be given the opportunity to access training and development for your role
- to be provided with appropriate clothing or equipment necessary to carry out your volunteer role

- respect of your right to privacy; *[club/area name]* will not share your personal information without your prior agreement
- to be treated fairly and have equal opportunities in relation to the following protected characteristics age, disability, gender reassignment, race, religion & belief, sex, sexual orientation, marriage & civil partnership and pregnancy & maternity
- to be treated with courtesy and respect.

**In return, as a volunteer, we expect you to:**

- support the aims and objectives of *[club/area name]*
- fulfil your role to the best of your ability and inform us if for any reason there are aspects of the role you are unable to meet
- commit to your role for a specified period of time that is mutually agreed with the club
- let us know if you would like to change the nature of your involvement
- follow *[club/area name]*'s rules and procedures, including those relating to health and safety, safeguarding children, equal opportunities and use of personal information
- agree to attend any training that is deemed necessary for your volunteer role within the club
- treat other volunteers, participants and families of participants with courtesy and respect.

Signed \_\_\_\_\_ (Volunteer Coordinator)

Signed \_\_\_\_\_ (Volunteer)

Date \_\_\_\_\_

**STAGE 6: Provide successful applicant with Volunteer Induction****Volunteer Induction Checklist**

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Name:

Role:

Start date:

Responsible to:

<b>What Needs to be Done</b>		<b>Who Leads/Supports/ Where Located</b>	<b>Date to be Completed by</b>	<b>Comments</b>
	<b>Meet and Greet</b>			
Tour of facilities		Volunteer coordinator		
The rest of the coaching team		Volunteer coordinator		
Club committee		Volunteer coordinator		
Other key people: <ul style="list-style-type: none"> <li>• Child Wellbeing &amp; Protection Officer</li> <li>• Junior coordinator</li> </ul>		Volunteer coordinator		
	<b>Understanding Your Role (Documents to Read and actioned where appropriate)</b>			
Information on the club – aims and values		Welcome pack		
Committee structure within the club		Welcome pack – committee roles and name, constitution		
Details of the role		Role descriptor		
Disclosure/PVG requirements		Disclosure Scotland form via Child Wellbeing & Protection Officer		
Committee meetings		Welcome pack		
	<b>Information on Policies and Procedures (Documents to Read/Signed)</b>			
Governing body of sport/club code of conduct		Welcome pack		
Safeguarding policy		Welcome pack		
Equality, Diversity and Inclusion policy		Welcome pack		
Venue health and safety and procedures		Welcome pack		

<b>Useful Resources for Role</b>			
Role dependent e.g.  Treasurer – excel spreadsheet of budget  Secretary – template agendas, previous minutes, member registration process,	Stored on online system		
<b>Development Opportunities</b>			
List of role-specific training requirements	Volunteer coordinator to highlight		

I confirm that I have received and understand all of the above information.			
Signed (Inductee):		Date:	
I confirm that I have explained all of the above details to the inductee and ensured that they have understood them.			
Signed (Inductor):		Date:	