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# Safe Recruitment Policy

If you require this document in other formats please contact us at: [mail@wrestling.scot](mailto:mail@wrestling.scot)

## Introduction

Our workforce is the foundation of wrestling and their dedication and commitment drives our sport forward and delivers success. Scottish Wrestling and every club has a **duty of care** to its members which extends to ensuring that anyone recruited to undertake regulated work is a suitable person for the role. Protecting Vulnerable Groups (PVG) scheme membership is important in any recruitment process but it is only one part of it. This document offers guidance on safe recruitment and the role of PVG within that process.

## Scope

This policy is intended for the use of Scottish Wrestling and associated Clubs.

## Content

1. Role Specification
2. Application
3. References
4. Interview and Evidence of Qualifications
5. Criminal Record Check: Self-Declaration, PVG
6. Appointment and Induction
7. Ongoing supervision and dealing with problems

Appendix: Recruitment Process Chart

### 1. Role Specification:

It is beneficial to specify and describe the role to provide clarity on what would be involved.

It is a good idea to have an information pack ready to send to potential applicants. This could contain a welcome letter, information about the organisation, a role description, practical information about expenses and training, and information from existing workforce members about the benefits of working with the organisation. Create a recruitment flow chart and share this with your potential applicants, it will help to explain your interview process and the timescales involved.

Try not to include formal policies at this stage as these are better dealt with during induction. You should view the information pack as part of your recruitment material.

### 2. Application:

Every applicant should complete an application form. The content and structure of the form will vary depending on the size of the organisation and the role being applied for.

#### Expression of interest form:

Most organisations will ask applicants to complete a short expression of interest form and then gather more detailed information when they meet the applicant in person. Having a lengthy formal application

form to complete in the initial stages can be a barrier to applicants. An expression of interest form can be a useful way of recording basic information such as the person's name, address and other contact details.

Full application form:

Depending on the role, a more detailed application form can be completed at the interview which will provide a more rounded picture of the potential applicant, their motivations and skills.

**3. References:**

At least two references need to be requested and checked. If recruiting for a regulated position working with children, at least one reference should be from a role that involved working with children (professionally or voluntarily).

All references must be in written form, and the obtained references should be securely stored in the personal record for documentation purposes. References from relatives are not acceptable.

**4. Interview & evidence of qualifications:**

Interview:

Everyone who applies to work should at the very least be interviewed informally to gauge their suitability for the role. Ideally this should be done by two members of the committee, one of whom should have training and/or experience in safeguarding and child protection.

The interview should be a two-way process. It is as much about the applicant deciding whether they like the organisation as it is the organisation deciding to take on the applicant. An ideal process will reflect both.

As well as outlining the roles and responsibilities, if you have not already done so prior to interview, you should provide some background information about your organisation. You may want to discuss:

- the role descriptions and types of tasks
- training and support offered, including any compulsory training
- how the applicant will be supported in their role
- role progression
- your organisation's expectations of the applicant
- the days and times available
- resources available

You may want the applicant to tell you:

- what attracts them to the role with your organisation
- what they hope to gain from it
- relevant skills, interests and experience
- time availability
- any additional support needs
- names of potential referees
- when they would be able to start

Evidence of Qualifications:

Where necessary any relevant qualifications should be seen before an appointment is made.

Where the applicant is a British Wrestling Association (BWA) licensed coach their qualification certificates and British Wrestling Association Membership should be checked for validity.

If the applicant is transferring from another club, the club welfare officer should contact the previous club welfare officer to check the applicant's safeguarding record and to verify any explanation for leaving.

## **5. Criminal Record Check**

### Self-Declaration

Self-declarations provide an initial opportunity for applicants to disclose any previous convictions or relevant investigations they were the subject of, and which would be relevant to a recruitment decision. Self-declaration forms should ideally be completed prior to someone applying for membership of the PVG scheme.

### PVG

Membership of the PVG scheme is a requirement for any role that involves regulated work with children or protected adults.

## **6. Appointment and Induction**

### Induction training

When a new post holder starts, they should in conjunction with the welfare officer:

- Agree what training is required (e.g. Coaching qualifications / Child Wellbeing and Protection Training) and when it should be done by (some positions may require mandatory training – for further information contact [safeguarding@wrestling.scot](mailto:safeguarding@wrestling.scot)).
- Explain and get written agreement to the key policies such as child protection, complaints, grievances, and misconduct etc.
- Have the new starter read and sign up to the codes of conduct. This is important as the purpose of any code is to clarify:
  - what behaviours are acceptable, and unacceptable.
  - the standards of practice expected.
  - the basis for challenging and improving practice.

The codes let everyone know what they can expect from the organisation and also what standard of behaviour is expected from its members and stakeholders. They can be used prior to, or during training sessions, at team meetings, and at annual renewal of membership.

It should be made clear that the codes are an important part of monitoring and improving the behaviour and practice of members. When a member does not meet the expectations set out in the codes, disciplinary or performance management action may be taken by the club.

## **7. Ongoing Supervision and Management**

### Trial period:

It is recommended that the organisation and any new members of the workforce agree a trial period to make sure that the role is a good fit for both – normally 6 months with a review thereafter.

### Monitoring and Performance review:

The organisation should monitor the performance of the individual doing regulated work. This gives an opportunity to check on progress and address any problems or concerns.

### Misconduct:

Everyone takes part in wrestling for the enjoyment of the sport, whether they are an athlete, coach or a volunteer. However, there are occasions when things go wrong and it's important to have procedures in place to manage them when they come up. Experience tells us that even small issues can quickly get out of control if a club does not have processes in place to manage them. Having transparent and easy to

access guidance on what is and is not acceptable, and which clearly explains how an organisation will respond is key to successful resolution.

Having a clear process also shows that you'll deal with anything that comes up in a consistent and proportionate manner. It's part of making sure that all members are treated fairly with respect.

All complaints about the workforce should be dealt with in accordance with the organisation's constitution. Organisations are advised to adopt the national standards and procedures in this regard, but if they choose to develop their own it should be clear, concise, easy to read and understand.

Remember by joining a club, members are bound by the constitution, policies, codes of conduct and procedures of the club, this applies equally to: office bearers, coaches, adult helpers, athletes and anyone registered with your club in any capacity.

<b>Safe Recruitment Process</b>	
1. Role Description	Develop Role Descriptions and Person Specifications for each regulated role.
2. Application	Require Applicants to complete an application form or note of interest.
3. References	Obtain two references in writing and include someone who can comment on the applicant's suitability to work with Children.
4. Interview	Interview Applicants formally/informally. Preferably done by two representatives of the club committee.
5. Criminal Record Check	Every new applicant completes a self-declaration and relevant PVG application form. Do not appoint until the applicant is a PVG scheme member.
6. Appointment and Induction	Ensure that all new recruits go through an induction process as soon as possible after appointment.
7. Supervision	Monitor the performance of the individual doing regulated work. Take the opportunity to address any problems or concerns.