

# **GUIDELINES FOR THE APPOINTMENT AND SELECTION OF STAFF AND VOLUNTEERS TO REGULATED WORK**

*This procedure applies to SCA appointed roles, paid or unpaid including individuals acting on behalf of SCA committees. It does not automatically apply to SCA Affiliated Clubs and Approved Centres who hold their own responsibility for recruitment, appointment and selection of staff and volunteers. They may, however, choose to adopt this procedure in place of having their own separate procedure.*

The SCA will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with children. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children within the SCA.

This appointment and selection procedure has two functions. It:

1. Provides the SCA with an opportunity to assess the suitability of the individual to work/volunteer with children.
2. Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

The following recommended procedure should be completed for all positions deemed to be Regulated Work positions within the SCA. Regulated work with Children is defined as

- a position whose normal duties include carrying out particular activities
- a position whose normal duties include work in a particular establishment.
- Particular positions
- a position whose normal duties include the day to day supervision of an individual doing regulated work

It is an offence to appoint an individual to regulated work with children if the individual is on the Children's List.

## **1. Advertising**

Where a role is being actively advertised (e.g. recruiting an employee or a volunteer event organiser or coach), the advertising used for Regulated Work positions will include the following:

- The aims of the SCA and, where appropriate, details of the particular 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 SCA open and positive stance on child protection.
- Where applicable, a statement that the position applied for is regulated work and requires PVG scheme membership which will be requested before the appointment is confirmed and after the applicant has been offered the position.

## **2. Pre-application Information**

Pre-application information for Regulated Work positions will be made available to applicants and will include:

- A description of the position including roles and responsibilities.
- Application and self-declaration forms and guidance notes.
- Information on the SCA and related topics, where relevant.

Evidence of qualifications will always be verified.

## **3. Application/Registration and Self-Declaration Form**

All applicants will be requested to complete an application or registration form and a self-declaration form. The purpose of this is to obtain from the applicant relevant details for the position, including information on past criminal behaviour, records or investigations. The self-declaration form shall be requested in a separate sealed envelope and will not be opened until the applicant is being considered for the post. If the applicant is not considered the form will be returned unopened to the applicant or destroyed.

#### **4. References**

References will be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children in any of the following capacities: employee; volunteer; or work experience. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

#### **5. Interview**

An interview will normally be carried out for all Regulated Work positions. This may take the form of an informal discussion with the individual on their motivation for taking part in regulated work. Sample questions can be found later in this document.

#### **6. Offer of Position**

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations e.g. agreement to the policies and procedures of the SCA, the probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the line manager.

The applicant's appointment will only be confirmed when:

- the self-declaration form has been opened and considered
- satisfactory references have been received and checked
- a satisfactory Scheme Record/Scheme Record Update has been received.

#### **7. References**

[References](#) will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

#### **8. Membership of the PVG Scheme**

The SCA is registered with Central Registered Body in Scotland. Individuals carrying out regulated work with children within the SCA must be members of the PVG Scheme.

The SCA will require the successful applicant to submit a Scheme Record/Scheme Record Update application which will be returned to and processed by Margaret Winter.

#### **Overseas Applicants**

Applicants from overseas being appointed to regulated work with children within the SCA are required to join the PVG Scheme.

Applicants from overseas must prove their 'right to work' in the UK and 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 in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

## **9. Induction**

After the applicant accepts post in writing, the induction process will include the following:

- An assessment of training, individual aims, needs and aspirations.
- Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct.
- Clarification of the expectations, roles and responsibilities of the position.

## **10. Training**

Newly appointed staff/volunteers in regulated work with children should complete recommended training over an agreed period. Recommended training includes sportscoach UK's 'Safeguarding & Protecting Children' (a basic introduction to child protection) and, should it become relevant, In Safe Hands (a workshop for club child protection officers).

## **11. Probation**

Newly appointed staff/volunteers will complete an agreed period of probation (e.g. 3 months).

## **12. Monitoring and Performance Appraisal**

All staff in positions of regulated work with children will 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.

## **13. Ongoing suitability**

Once an individual is in a position of regulated work, the SCA will require the individual to complete a self-declaration form and apply for a Scheme Record Update every three years. This ensures the organisation is continually risk assessing staff/volunteers to keep participating children safe.

## **14. Existing staff/volunteers joining PVG Scheme**

For existing members of staff/volunteers, who were not previously checked or were previously enhanced disclosure checked for a childcare position under the Protection of Children (Scotland) Act 2003, the SCA will require those individuals to become PVG Scheme members if they are carrying out regulated work with children.

At the appropriate time, existing members of staff/volunteers will be notified by a Retrospective Checks letter giving information on the process. Staff/volunteers will be required to complete a self-declaration form and submit a Scheme Record/Scheme Record Update application. This will ensure, over time that everyone in regulated work in the organisation is a PVG Scheme member.

## **15. New vetting information on PVG Scheme Records**

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

Should any risk be identified, it will then be necessary to follow the SCA Responding to Concerns about the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

## **16. Consideration for Children's List or Barred Individuals**

If Disclosure Scotland inform the SCA that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 duties for organisations.

If Disclosure Scotland notify the SCA that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

#### **17. PVG Scheme Member leaves the SCA**

The SCA will update Disclosure Scotland on PVG Scheme members who are no longer in regulated work with children on behalf of the organisation. Should a member of staff/volunteer not be in contact with the SCA for up to three months, the SCA will then inform Disclosure Scotland that the individual is no longer in regulated work with children within the organisation.

### **APPOINTMENT AND SELECTION PROCEDURE FOR REGULATED WORK**

Flowcharts of the appointment and selection procedure for individuals to Regulated Work in the SCA and Regulated Work in Affiliated Clubs can be found in a separate document.

See <http://canoescotland.org/AboutUs/ChildProtection/ChildProtectionPolicyandGuidelines.aspx>

## POSSIBLE INTERVIEW/ DISCUSSION QUESTIONS FOR REGULATED WORK<sup>1</sup>

Interviews are a two way process of gathering information. The best way to do this is to ask questions that seek to explore a person's previous experiences, their attitudes and to look at how they have used those experiences and their awareness of attitudes.

Questions that allow for simple 'Yes' or 'No' answer should be avoided. The following suggested questions will help you to plan the interview/ discussion and should be built around other information gathering questions. The questions are accompanied by the sorts of words and phrases that interviewers might look for in a good candidate.

Question	<i>Answers should demonstrate:</i>
Can you tell us why you want to take on the post of [insert]?	<i>A commitment to helping young people enjoy the sport safely and to share knowledge and experience.</i>
Can you tell us about your experience of caring for, working with, or coaching children and young people?	<i>Experiences as a parent, employment or voluntary work. Interviewers must also assess what level of direct, unsupervised contact was involved.</i>
What do you think are the attributes/skills required in a good coach/team manager of children and young people?	<i>An understanding of issues that affect children. Communication skills. The importance of promoting enjoyment, not just achievement. Promoting healthy competitiveness. Being sensitive to the ability of children. Encouragement, not criticism.</i>
Can you give us examples of where and how you have used some of those skills?	<i>Experience at work (perhaps working with adults, but the skills should be evident) or in voluntary work.</i>
Can you think of an example where you have been critical towards a child? How could you have handled it differently?	<i>Positively demonstrating or explaining how child could have acted/behaved.</i>
If we approached people who know you well, what would they say were your strengths so far as this post/role is concerned?	<i>Patience. Supportive. Encouraging attitude, etc.</i>
If a child approaches you to say they're being bullied by others in the team, how will you handle this?	<i>Interviewers should refer to the relevant section in the procedures and compare applicant's response.</i>
How will you gain the respect and trust of children and young people?	<i>Being fair, consistent, not having favourites, being clear in what I say and do, Being honest, positive. Listening. Respect</i>

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<sup>1</sup> Adapted from Suggested Interview Questions for Positions involving Contact with Children and Young People, developed by Donald MacKenzie, Camanachd Association.

Question	Answers should demonstrate:
Can you give us an example of where you have seen or heard someone treating a child inappropriately (verbally or physically) (at sports match, in the home, in the street)? What was the adult doing wrong?	<i>Venting their frustration. Failing to understand the child's perspective. Failing to recognise that they are an adult and dealing with a child (using adult orientated language etc).</i>
Imagine you've had a rotten day at work. Now, this evening, you have a coaching session. You're feeling very irritable and could take this out on the young people. What do you do about that?	<i>Asking another adult to assist at the session. Being aware that that was work, this is now sport. Focusing on the session and the young people.</i>
A young child is lingering in the showers after a game. He says he can't dry himself properly and asks you to do it. What do you do?	<i>Interviewers should refer to Code of Conduct and compare applicant's response. Ask child why. Get another adult to view (unobtrusively) actions.</i>
Can you tell us what has given you greatest pleasure with your own children (or children of relatives/friends etc)?	<i>Seeing them happy. Seeing them succeed. Seeing them participate in ..... Helping them solve problems/acquire new skills</i>
Will you undertake training sessions for coaches?	<i>If the answer is 'No' then you do not have a successful candidate.</i>
Will you undertake to read and abide the SCA Child Protection Policy and Procedures of the the SCA?	<i>If the answer is 'No' then you do not have a successful candidate.</i>

## SAMPLE LETTER TO PROSPECTIVE APPLICANTS FOR REGULATED WORK

Dear

**Your interest in a Regulated Work position of \_\_\_\_\_  
within the Scottish Canoe Association**

We thank you for your interest in taking up this post within the SCA and have pleasure in enclosing forms that are relevant to this appointment.

The post you are interested in is classified as Regulated Work (in terms of the Protection of Vulnerable Groups (Scotland) Act 2007). The SCA has a legal duty to ensure the suitability of any individual who works or volunteers in Regulated Work. In accordance with the SCA Child Protection Policy and procedures, everyone seeking appointment to Regulated Work must complete a Registration Form and a Self-Declaration form prior to appointment.

We would ask, therefore, that you complete the enclosed Registration and Self-Declaration forms.

Please note that for the position in which you are interested, the SCA will request a PVG Scheme Record / Scheme Record Update. Your agreement to this check is part of the declaration on the application form.

Once you have completed the forms, please insert the Self-Declaration form in an envelope marked, "Private and Confidential - Self-Declaration", seal it and return it, with the Registration form.

*All information will be strictly managed in accordance with SCA Safe Handling Policy, Policy on the Rehabilitation of Offenders **and will only be shared with those who are involved in decisions about appointment and selection.** Previous convictions do not automatically mean that you will not be considered for the position applied for. A full risk assessment of each applicant's suitability will be undertaken based on all available information.*

Thank you, again, for interest in this role. We look forward to receiving your application.

Yours etc

### **Enclosed:**

- Role description
- A blank Registration Form
- A blank Self-Declaration Form
- Guidance Notes on Completing the Self-Declaration Form