

1. Recruitment of Staff and Volunteers who will work with Young People Guidelines for Good Practice



The following procedures provide regions, counties and clubs with a framework of best practice to adopt when recruiting new staff or volunteers

Planning and Advertising

- Ensure there are clear roles and responsibilities for all paid and voluntary positions you are recruiting for i.e. a job description
- Identify the skills and experience that are needed i.e. a person specification
- When any role is vacant, it is important to ensure that the role is advertised, this could be on notice boards at the facility that you use, or through club newsletters. In addition contacting your local volunteer bureau can help to attract new volunteers to your club.
- Ask for proof of identification of any applicant i.e. a passport or driving licence
- Ensure that there are at least two officials from the region/county/club who look at the application forms
- Put together a pack for applicants to include:
 - Aims of the region/county/club or organisation
 - Job Description/role
 - Experience and skills required
 - Safeguarding Policy and Procedures
 - Codes of Conduct
 - Application form

Applications

Key information you require through the application form;

- Name, address and the right to work e.g. through a national insurance number (for paid staff only)
- Confirmation of identity
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport/Badminton (to confirm experience and identify any gaps)
- 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 young people (previous employer)
- Self Disclosure – detailing any action taken against them in relation to child abuse, sexual offences or violence or if they are known to Children's Social Care or have been disciplined through another NGB
- The applicant's commitment (A signed agreement) to abide by Badminton England's Code of Conduct and Safeguarding and Protecting Young People Policies and Procedures.

- A small group of officials from the region/county/club should shortlist the applicants and invite them to an interview.

Screening and Checking

- At least two references must be provided, one of which relates to the applicants experience of working with young people and children-see template 3
- All references must be in writing and should be followed up by telephone
- If there are concerns which arise from the references, you should contact The Badminton England Ethics and Compliance Manager for further support and guidance
- If an applicant has no experience of working with young people, consideration must be given to training and support which may be provided through Badminton
- DBS checks should be conducted in accordance with eligibility of roles. Badminton England offer this service to all its affiliated organisations (there is no cost for volunteers).You can find more information at www.BadmintonEngland.co.uk /DBS
- Badminton England has jurisdiction to manage information received and matters arising through a DBS check
- If the position is a coaching one, you should check that the coach is qualified and on the Badminton England Coaching Register. You should ask to see their up to date Coaching Register Cards (Part A and B). All coaches on the register have been DBS checked by Badminton England and are insured to coach.

Interview

- Meet with applicants before making recruitment decisions (perhaps using the same group as for short-listing)
- The meeting/interview provides an opportunity to explore in greater detail information gathered on the application form

It is also recommended that:

- Applicants are asked to bring official photographic proof of identity such as a passport or driving licence
- The interviewers prepare questions in advance that will give the applicant an opportunity to demonstrate their relevant experience

As well as considering an applicant's ability to fulfil a position, it is also important to assess their attitudes and commitment to child welfare. Examples of questions that might be asked are:

- tell us about any previous experience you have working with young people
- 'It is a winter evening and the training session has finished. A parent has not arrived – what would you do?' The applicant would be expected to say that they would stay with the child and contact parents to find out where they were. Another child related scenario may be used
- Is there anything that we should know that would affect your suitability to work with children or young people?

All offers of employment, whether paid or voluntary, should be subject to two satisfactory references and a check on relevant qualifications. Where relevant, a satisfactory DBS and/or approval of a work permit may also be required. References will be requested once applicants have indicated acceptance. If, subject to offer, the references or DBS checks are not satisfactory, the offer may be revoked.

Induction

All staff paid or voluntary must undergo an induction (formal or informal) to include:

- signing up to the Badminton England Safeguarding Policy and Procedures, Safeguarding Best Practice Guidelines and any Codes of Conduct that are appropriate
- confirming and agreeing roles and responsibilities
- an initial period of supervision or mentoring could be introduced to support the volunteer

Training

Ongoing training will be provided to support the individual to fulfil their role. Appropriate Safeguarding and Child Protection training will enable an individual to recognise their responsibilities with regard to good practice and reporting poor practice or concerns regarding children

Badminton England recommend all adults working with children and young people attend sports coach UK's Safeguarding and Protecting Children three hour awareness course. All Welfare Officers should attend a 'Time to Listen' course (offered by Badminton England)

-for details on courses available see the Badminton England website

www.BADMINTONEngland.co.uk/timetolisten

Monitoring and Appraisal

Appraisals/supervision meetings 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 the opportunity to:

- receive feedback
- identify training needs
- set new goals
- highlight any concerns about inappropriate behaviour