



RECRUITMENT AND SELECTION POLICY AND PROCEDURE

Applicable to:	England Netball Volunteer Workforce
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Lead Officer:	Equity and Welfare Manager
Status:	CURRENT
Approved by the Corporate Management Team on:	26 September 2007
For Review:	September 2008

RECRUITMENT AND SELECTION POLICY AND PROCEDURE

POLICY STATEMENT

England Netball is committed to recruiting the best person for each role. No volunteer shall receive less favourable treatment or consideration during recruitment and selection on the grounds of race, colour, religious belief, nationality, ethnic origin, sexual orientation, gender, age, disability or marital status or will be disadvantaged by any that cannot be justified as necessary for business reasons.

Under the Protection of Children Act 1999 all those volunteering within Netball and individuals volunteering on behalf of England Netball are treated as volunteers. Therefore the policy applies to the recruitment and selection of all volunteers engaged to volunteer on behalf of netball.

PRINCIPLES

The following principles will apply whenever recruitment or selection for positions takes place:

1. Individuals will be screened against the role requirements as laid out in role descriptions and person specifications.
2. Any qualifications or requirements applied to a role that have or may have the effect of inhibiting applications from certain groups of the population will only be used in the recruitment process if they can be justified in terms of the job to be done.
3. Overseas qualifications e.g. coaching or umpiring will be compared with UK equivalents.
4. Information on ethnic origin, sex, disability, nationality and age will be collected in order to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.
5. Where necessary, written records of interviews, reasons for decisions made at each stage of the process are confidential and should be stored and disposed of in line with England Netball's '*Storage, Handling, Use, Retention and Disposal of Disclosure Information Policy and Procedure*'.
6. Interviews will assess individuals against role-related criteria only i.e. those which relate to the requirements of the role.
7. Where disabled candidates enter a recruitment process the process will take into account such adjustments to working arrangements to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
8. All reasonable steps will be taken to ensure unsuitable people are prevented from volunteering in Netball, especially with young people and disabled or vulnerable adults.
9. Any successful applicant for a role involving regular and significant contact with children aged under 18 or vulnerable adults, including, umpiring, coaching, supervising or being in sole charge must agree to, and any subsequent offer of role(s) subject to an Enhanced Disclosure from the Criminal Records Bureau (CRB) within 8 weeks of their appointment.

Where ongoing and/or significant contact is required with young people or vulnerable adults, the following positions require a CRB check (as detailed in the England Netball Safeguarding and Protecting Young People in Netball Policy):

- Coaches/assistant coaches
 - Team Managers
 - Umpires/officials
 - Welfare Officers
 - Physiotherapists/fitness trainers/other support staff such as Doctors
 - Netball administrators
 - Anyone assisting or supporting at any event.
10. CRB disclosures must be conducted through England Netball who have contracted with The Media Group to complete this process.
 11. England Netball have jurisdiction to deal with any matter arising from any disclosure that contains relevant information.
 12. For those positions where a disclosure is required, all volunteer adverts and recruitment briefs will contain a statement that a CRB check will be requested in the event of the individual being offered the position.
 13. Any disclosure information will be considered in line with the Company's *Recruitment of Ex-Offenders Policy and Procedure* subject to the Company's overriding obligations to protect the children and vulnerable adults in its charge.
 14. England Netball reserves the right to withdraw deployment, suspend deployment or dismiss any person from Netball in line with *England Netball's Disciplinary Policy and Procedures*.
 15. This policy works in conjunction with the *England Netball Confidentiality and Information Sharing Policy and Procedures*.

GUIDANCE FOR RECRUITING AND SELECTING VOLUNTEERS

Implementing England Netball's Recruitment Policy and Procedures within Regions, Counties, Leagues and Clubs

The following procedures and guidelines provide regions, counties, leagues and clubs with a framework of best practice to adopt when recruiting volunteers.

Planning and Advertising

- Ensure there are clear roles and responsibilities for all voluntary positions you are recruiting for i.e. a role description.
- Identify the skills and experiences that are needed i.e. a person specification.
(contact England Netball's Volunteering Manager for support in developing job descriptions/roles and person specifications).
- When any role is vacant, it is important to ensure that the role is advertised.
- Advertising the role on notice boards at the facility that you use, or through newsletters or contacting the local volunteer centres can help to attract new volunteers to your organisation.
- Contact England Netball's Volunteering Manager to ask for support in advertising any vacant positions.
- Ask for proof of identification of any applicant e.g. passport or photo driving licences.
- Ensure that at least two officials from the region/county/league/club review the application forms.
- Put together a pack for applicants to include:
 - Aims of the region/county/club or organisation
 - Role description
 - Experience and skills required
 - Safeguarding and Protecting Young People in Netball Policy and Procedures
 - Codes of Conduct
 - Application form.

Applications

Key information you require through the application form is as follows:

- Name, address and the right to work e.g. through a national insurance number.
- Photographic proof of identity.
- Details of relevant experience, qualifications and training undertaken.
- Details of relevant career or involvement in sport/Netball.

- 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.
- Self Disclosure – detailing any action taken against them in relation to child abuse, sexual offenses or violence or if they are known to Children's Social Care Services.
- The applicant's commitment (a signed agreement) to abide by *England Netball's Code of Conduct and Safeguarding and Protecting Young People in Netball Policies and Procedures*.
- Failure to adhere and comply may result in disciplinary action in line with *England Netball's Disciplinary Regulations* and could result in the individual having their deployment withdrawn, suspended or dismissed from the club/sport.

A small group of officials from the regions/county/league/club need to 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 applicant's experience of working with young people and children.
- 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 England Netball Equity and Welfare Manager for further support and guidance.
- If an applicant has not experience of working with young people, consideration must be given to training and support which may be provided through Netball.
- CRB checks must be conducted through England Netball. Please contact England Netball Head Office for further support on completing the required checks.
(Please also see either *Safeguarding and Protecting Young People Netball Policy and Procedures* or *Recruitment and Selection Policy and Procedure* for details on CRB checks.)
- England Netball has jurisdiction to manage information or concerns received or arising through a CRB check.

Interview

- Meet with applicants before making appointment decisions (perhaps using the same group that conducted the 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.
- 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 role 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.
- Give a child-related scenario and ask what they would do e.g. '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 are.
- Ask the person to give an example of an occasion where they were concerned about a child or an adult's behaviour towards a child and how the individual handled it. Then ask if with the benefit of hindsight, they would change the way they acted/responded?
- Is there anything that we should know that would affect your suitability to work with children or young people?

All offers of deployment should be subject to two satisfactory references and a check on relevant qualifications. Where relevant, a satisfactory CRB check will be required. References will be requested once applicants have indicated acceptance of their role. If, subject to offer, the information arising from references or CRB checks provide a cause for concern, the offer may be revoked.

Induction

It is the responsibility of the club/team/county/region/Head Office to ensure all volunteers must undergo an induction (formal or informal) to include:

- Signing up to the organisations Safeguarding and Protecting Young People in Netball Policy and Procedures, best practice guidelines and any codes of conduct that are appropriate. (examples and templates of all of these are available on the England Netball website).
- Confirming and agreeing roles and responsibilities. – sample volunteer agreement form can be obtained England Netball's Volunteering Manager
- Any training needs are established and actioned.
- An initial period of supervision or mentoring could be introduced to support the volunteer.

Training

Ongoing training should 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.

England Netball recommends all adults working with children and young people attend sports coach UK's 'Safeguarding and Protecting Children' three hour sport orientated awareness course. Details of courses can be found on the sports coach UK website – www.sportscoachuk.org

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 volunteers should be given the opportunity to:

- Receive feedback
- Identify training needs
- Set new goals
- Highlight any concerns about inappropriate behaviour

GETTING HELP

Further information or advice relating to this policy is available from the Equity and Welfare Manager of England Netball.

Copies of related policies are available on the website www.EnglandNetball.co.uk from your regional office or England Netball Head Office (Netball House, 9 Paynes Park, Hitchin, Hertfordshire SG5 1EH).

IMPLEMENTATION

The implementation of this policy will become mandatory over time and will be implemented using an appropriate time-phased Implementation Plan to ensure compliance and effective delivery. At this point the policy is highly recommended. This will be reviewed in October 2008 together with the policy.

POLICY LINKS

Safeguarding and Protecting Young People in Netball Policy
Confidentiality and Information Sharing Policy and Procedures
Storage, Handling, Use, Retention and Disposal of Disclosure Information Policy and Procedure
Recruitment of Ex-Offenders Policy and Procedure
Disciplinary Policy and Procedures.

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