

# Safer Recruitment Guidance

Spelthorne Volleyball Club recognise the below points as best practise for the recruitment of all staff and volunteers in paid for and voluntary roles working with children and young people:

Each role will have a clear job or role description to explain what tasks will be involved, and a person specification, explaining what experience or attributes the successful candidate needs in order to carry out the role.

- All roles should be advertised openly.
- Candidates will complete an application form to enable the club, region or volleyball England to gather relevant information about each applicant.
- Where the person is eligible for a DBS check, they will also be asked to complete a [Self Declaration and Disclosure Form](#)
- All candidates will require specific written references before confirmation of appointment. Candidates will be interviewed to discuss the role and their suitability.

The following posts required an enhanced Disclosure & Barring Service check:

- Coaches
- Designated Safeguarding Lead
- Welfare Officer

Further details on those requiring DBS checks can be found here:

<https://www.volleyballengland.org/uploads/docs/Safeguarding%20Training%20Requirements.pdf>

Applications for a DBS check can be found here

<https://forms.office.com/Pages/ResponsePage.aspx?id=9mYGtxgcXUiu-YRSCHZYeatFcbx-jEJltqkFTN5BUWVUMVZHVzIYUFIQQ0FLUlgwTExKM0tQNEE1RS4u>

There is no cost to applicants for the DBS check

Coaches, welfare officers and designated safeguarding leads will also need to confirm their identity through evidence in line with government guidance.

Any information on these disclosures will be risk assessed to inform recruitment decisions.

Relevant qualifications and experience will be checked.

All recruitment decisions will be recorded and, where relevant, reasons for non appointment given.

An induction will be provided for all new staff and volunteers, to include information about the role, safeguarding policies and procedures, safeguarding training and signing up to the Code of Conduct.

There will be an agreed probationary period for all new staff and volunteers after which this will be reviewed.