

SAFE RECRUITMENT PROCESS

For Club Volunteers & Staff – General Information

All swimming clubs have a variety of volunteers / staff who assist with the overall running of the Club. Whilst it is vital to keep the issues of wellbeing & protection in proportion, Scottish Swimming would like every Club to adopt some basic procedures that will help safeguard all concerned.

The Recruitment and Selection of Volunteers and Staff

Abusers of children tend to gravitate to situations where little vetting or checking takes place. It is impossible to know who could abuse children. Therefore, it is important that all reasonable steps be taken to ensure unsuitable people are prevented from working with children.

It is also important that standard procedures are used, whether people are paid or unpaid, part-time or full-time. For all volunteers / staff working within the Club who have regular contact with young people the following action demonstrates good practice (shown here in no particular order):

Interviews

Simple, informal interviews to assess the applicant and attempt to verify all information given can be held for voluntary posts. These could be included within the induction process. Employment Law governs recruitment processes for paid positions.

Self-Declaration

The completion of a self-declaration form which shows past involvement in sport, details of referees, and disclosure of criminal convictions and investigations. A simple self-declaration form is provided in Appendix 29. Once completed the forms are sent direct to Scottish Swimming. Swimming will then check the form, check references and will inform you of any concerns and the final outcome. Scottish Swimming will then retain the form in a secure storage area in accordance with the current guidelines.

Referees

References from at least two people (not relatives) who have known the applicant for at least 2 years and who are able to comment **confidentially** on the person's previous work with children and any former involvement in sport. References of new recruits looking to join your club should be sent to Scottish Swimming and upon these being satisfactory, will authorise you to proceed with the next stage of the recruitment and selection process.

PVG Scheme Membership

A PVG Scheme application will be made for all **regulatory (child care) positions** involved in your club. Application forms are available from Scottish Swimming, who will also receive the results of all PVG Applications and make judgement on each applicant's suitability to work with children – based on the information presented and from other parts of the recruitment process. Clubs have overall responsibility to establish the suitability of candidates based on a full recruitment procedure however, this is fully supported by Scottish Swimming. These checks are FREE to volunteers, £59.00 for full scheme membership applications, and £18.00 for a scheme update for paid positions.

Induction

An induction procedure for all new starts is recommended. New starts will then be made aware of the relevant club policies and able to sign appropriate Codes of Conduct and membership requirements. A period of probation is advisable. Probation can also be used if you implement all areas of the recruitment process and are awaiting the results of a PVG Application.

All volunteers / staff must become members of Scottish Swimming under the rules and regulations of the Constitution.

C3.3.9 – A club failing to ensure that all volunteers that assist a club, no matter how irregularly, are members of the SASA, will be deemed to be operating outside the Associations remit. As this remit forms part the basis of the Company Insurance Policy the insurance cover for the club may be affected.