

## RECRUITMENT AND SELECTION PROCEDURE

**Version date:** October 2023  
**Next review due:** October 2026

### RECRUITMENT AND SELECTION OF STAFF/VOLUNTEERS IN REGULATED WORK WITH CHILDREN

Lacrosse Scotland 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 Lacrosse Scotland.

This recruitment and selection procedure has two functions. It provides:

1. Lacrosse Scotland with an opportunity to assess the suitability of the individual for a particular regulated work role with children.
2. The prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

The following recommended procedures will be completed for all positions deemed to be regulated work with children within Lacrosse Scotland.

#### 1. Advertising

All forms of advertising used to recruit and select staff / volunteers for regulated work with children will include the following:

- The aims of Lacrosse Scotland and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualification required (e.g. experience of working with children is an advantage).
- Details of Lacrosse Scotland's open and positive stance on child protection. A statement that the position applied for is regulated work with children and will require PVG Scheme membership.

#### 2. Pre-application Information

Pre-application information for these positions will be sent to applicants and will include:

- A job description and person specification (e.g. stating qualifications or experience of working with children required) which outlines the roles and responsibilities of the position.
- Application form, self-declaration form and PVG Scheme Q&A guidance notes

Evidence of qualifications will always be verified.

#### 3. Application and Self Declaration Form

All applicants will be requested to complete an application form and self-declaration form. The purpose of the application form is to obtain relevant details for the position and referee contact details. The self-declaration form, which shall include information on any past criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed.

#### **4. Review Applications**

Lacrosse Scotland will review application forms and consider applicants for interview. Self-declaration forms of those deemed suitable for interview will then be opened and considered. If the applicant is no longer an interview candidate, the self-declaration form must be destroyed. Successful applicants will be invited to interview.

#### **5. Interview**

Interviews will be carried out for all positions which are regulated work with children.

#### **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 Lacrosse Scotland, 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 Lacrosse Scotland Chair.

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**

Lacrosse Scotland is registered with Disclosure Scotland. Individuals carrying out regulated work with children within Lacrosse Scotland must be members of the PVG Scheme.

Lacrosse Scotland will require the successful applicant to submit a Scheme Record / Scheme Record Update application which will be returned to and processed by the designated Child Protection Officer.

#### **Overseas Applicants**

Applicants from overseas being appointed to regulated work with children within Lacrosse Scotland 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 the 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 sportscotland's 'Child Wellbeing and Protection in Sport training' (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, Lacrosse Scotland 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, Lacrosse Scotland 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 Lacrosse Scotland's Responding to Concerns about the Conduct of a Member of Staff / Volunteers and / or Disciplinary Procedures.

## **Consideration for Children's List of Barred Individuals**

If Disclosure Scotland inform Lacrosse Scotland 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 Lacrosse Scotland 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 the children will be the paramount concern.

## **16. PVG Scheme Member leaves Lacrosse Scotland**

Lacrosse Scotland 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 Lacrosse Scotland for up to three months. Lacrosse Scotland will then inform Disclosure Scotland that the individual is no longer in regulated work with children within the organisation.

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STAFF / VOLUNTEERS IN REGULATED WORK WITH CHILDREN  
FLOWCHART**

