



Photograph: www.hockeyweb.co.uk

As good practice and to prevent unsuitable people from working within hockey, it is important that all reasonable steps are taken to ensure that all individuals working with young people in hockey, either paid or unpaid, are appropriate and able to do so. This can help to:

- ▶ protect both the young people and adults at your club, and in so doing, protect the club itself
- ▶ help to ensure that your club offers opportunities for young people to play hockey in a safe and enjoyable environment
- ▶ demonstrate your club's commitment to protecting young people to potential members and their parents/carers.
- ▶ help deter the small minority of people who are unsuitable to work with young people from using sport as a means of gaining access to young people
- ▶ demonstrate to other partners your club's commitment to safeguarding and protecting children. These might include distributors of public funds, potential sponsors and local authorities hiring pitches
- ▶ demonstrate a commitment to open, fair and consistent selection processes.

Under the Protection of Children Act 1999 all those working with young people within hockey are treated as employees whether paid staff or volunteers. As such, all clubs should adopt and implement recruitment and selection procedures, providing consistency when appointing staff, members and volunteers.

Implementing good practice guidance on safe recruitment:

There are a number of steps to good practice guidelines in recruitment. The following pages outline these steps. Template documents are provided to assist clubs in this process.

1. Planning:

It is important to have clear roles and responsibilities for all paid and voluntary positions you are recruiting for. A job description should list the duties for the position, and a person specification can be used to highlight the skills and experience that are needed. An example is provided on the accompanying CD or online at www.englishockey.co.uk/safe

2. Advertising:

When any post within a club is vacant, it is important to ensure that the role is advertised. Advertising the post on notice boards at the facility that you use, or through club newsletters, or contacting the local volunteer bureaus can help to attract new volunteers to your club.

Essential inclusions within any advertising are:

- ▶ aims of the club
- ▶ job description/role
- ▶ experience and skills required, particularly if experience of working with young people is an advantage
- ▶ the club's Safeguarding and Protecting Young People in Hockey Policy and Procedures
- ▶ codes of conduct

- ▶ the use of CRB disclosures as part of the selection process
- ▶ details on how to obtain an application form

3. Applications:

Anyone who shows an interest in filling a role/vacancy needs to complete an application form. Applicants will be required to complete a self-disclosure form, declaring any convictions or cautions. When applying for a role working with children or young people. All convictions, spent or unspent, must be declared. Applicants will need to be made aware that they will need to complete a CRB Disclosure, if appointed.

Template 5: Club/Association Application form

Template 6: Club/Association Self Declaration form

The application form is designed to elicit information about the individual, their employment history, relevant experience, qualifications and training. The candidate will be asked to provide:

- ▶ name, address and evidence of their right to work e.g. through a national insurance number
- ▶ confirmation of identity
- ▶ relevant experience, qualifications and training undertaken
- ▶ listing of past career or involvement in sport/hockey (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
- ▶ details of any former involvement with hockey
- ▶ a signed agreement to abide by England Hockey's Code of Ethics and Behaviour and Safeguarding and Policy on Protecting Young People in Hockey and relating procedures. Failure to adhere and comply may result in disciplinary action and possible dismissal/exclusion from hockey.

Short-listing:

Once you receive completed application forms, a small group of club officials should review them and identify a shortlist of applicants.

4. Meeting/interview:

It is highly recommended that the club meet with applicants before making recruitment decisions (perhaps 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
- ▶ questions are prepared in advance that will give the applicant an opportunity to demonstrate their relevant experience.

As well as considering an applicant's ability to fill a position, it is

also important to assess their attitudes and commitment to child welfare. Examples of questions you might ask 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 along with another adult and contact parents to find out where they were
- ▶ is there anything that we should know that would affect your suitability to work with children or young people?

5. Checks and references:

Before an appointment offer is made:

- ▶ at least two references should be requested from individuals who are not related to the applicant. One should be work related and the other demonstrating previous involvement of working with young people, ideally in a sporting setting. (Template 7: Club/Association Reference Form for Positions Working with Young People in Hockey)
- ▶ check references to confirm identity using appropriate official documents, ideally photographic identification
- ▶ all references should be in writing and followed up by telephone.
- ▶ if any reference or information on a self declaration gives cause for concern, please contact the Lead Child Welfare Officer at England Hockey on **0870 126 2308** for further advice
- ▶ check any relevant qualifications are substantiated through England Hockey.

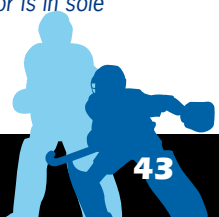
CRB disclosures:

- ▶ applicants who have significant access and or responsibility for working with young people must complete an Enhanced CRB Disclosure
- ▶ all CRB checks must be conducted through England Hockey. CRB Disclosures processed through other organisation are not acceptable
- ▶ CRB disclosures should be completed every three years
- ▶ England Hockey has the jurisdiction to manage and deal with any matters arising from any disclosure
- ▶ clubs/associations must not engage people in contradiction of England Hockey sanctions
- ▶ CRB disclosures should not be used in isolation, but as part of the recruitment process.

Organisations should use the following definition to determine which roles require a CRB check, which is:

"A person who regularly cares for, trains, supervises or is in sole charge of young people under the age of 18".

▶



All people who have significant access to young people or that are in a position of trust in relation to young people must undertake an enhanced CRB check.

'Position of trust' in relation to children, defined below:

All adults who work with young people in hockey are in a position of trust which has been invested in them by parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

Examples of such roles are:

- ▶ coach
- ▶ team managers
- ▶ umpires
- ▶ helpers involved in working with under 18s in a paid or voluntary capacity.

This list is not exhaustive as the nature of roles varies between organisations.

Further information on England Hockey's CRB Service is available from England Hockey's website www.englishockey.co.uk/crb or from:

CRB Administrator, England Hockey, Bisham Abbey National Sports Centre, Near Marlow, Buckinghamshire, SL7 1RR

Tel: 0870 126 2308

Email: CRB@englishockey.org

6. Appointment:

The successful applicant should be issued with an offer letter, which should specify the details of the position. The applicant should also be informed that the position is subject to a satisfactory CRB check and two references.

7. Induction:

All staff or volunteers should undergo an induction (formal or informal) to include:

- ▶ signing up to the club's Policy on Safeguarding and Protecting Young People in Hockey and Procedures, Good Practice Guidelines and any Codes of Ethics and Behaviour that are appropriate
- ▶ confirming and agreeing roles and responsibilities
- ▶ any training needs are established and actioned
- ▶ an initial period of supervision or mentoring could be introduced to support the volunteer
- ▶ expectations on roles and responsibilities are clarified on both sides.

8. Training:

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

England Hockey recommends that all adults working with children and young people attend sports coach UK's "Safeguarding and Protecting Children in Sport" three-hour awareness workshop.

England Hockey will be offering other training opportunities to people involved with working with young people, details of which will be communicated directly and updated periodically. This will include "Time to Listen" training, aimed at designated Welfare Officers.

9. 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.



England Hockey recommends that all adults working with children and young people attend sports coach UK's "Safeguarding and Protecting Children in Sport" three-hour awareness workshop.

England Hockey will be offering other training opportunities to people involved with working with young people, details of which will be communicated directly and updated periodically. This will include "Time to Listen" training, aimed at designated Welfare Officers.