

# TEMPLATE 11

## Good Practice guidance on recruitment, selection and retention of persons working with young people - Checklist



Planning, advertising and preparing for interview	
Plan – decide on a job or role description	
Advertise – locally and on relevant websites (tell candidate if DBS check is required)	
Produce application form (template available online)	
Prepare questions for interview	
Short listing and interview	
Assess candidate’s skills and experience for suitability for role	
Verify identity of candidate	
Evidence of relevant qualifications checked	
Consider applicant’s attitude to safeguarding	
Refer successful applicant to Government guidelines on criminal convictions, formal warnings or cautions	
Appoint successful applicant	
Appoint applicant subject to references and checks	
Issue successful applicant with 2 copies of Role Acceptance Form (template available online) and include a copy of the role description and other relevant documents	
Take up references – at least 2 and in writing.	
DBS check processed and completed satisfactorily	
Contact England Hockey to check qualifications	
Successful candidate returns signed copy of ‘Role Acceptance Form’ to formally accept the role	
Introducing the applicant to the role	
Induction – key things they need to know	
Period of mentoring and supervision	
Ongoing training and education on safeguarding or any other relevant topic	
Signpost to other external training courses, i.e. Sports Coach UK Safeguarding and Protecting Children in Sport workshop	
Regular review of performance	

