

1. GUIDANCE ON SELECTION AND RECRUITMENT

Volunteers are the core drivers in all clubs; they are the leaders and club ethos setters. It is important that clubs take all reasonable steps to ensure that unsuitable people are prevented from working with children in curling. The guidance below shows the steps in an ideal recruitment and selection process.

Planning

Draw up a job description, person specification and minimum requirements, e.g. Curling Coaching Level 1 or willingness to work towards certification, First Aid Certificate, etc.

Advertising

Advertise locally or online for the position, stating that a clear recruitment process (including PVG checks) will be followed.

Application Form and Self-Disclosure

All applicants will be requested to complete an application and self-declaration form. The purpose of this is to obtain from the applicant relevant details for the position, including information on past criminal behaviour, records or investigations. The self-declaration form shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. If the applicant is not selected the form will be returned unopened to the applicant or destroyed.

Interview

The RCCC recommend meeting applicants before making a decision on their suitability. The interview will enable the club to verify any information by checking identification documents, driving licence etc. The interview does not have to be overly formal and may just be an informal meeting in the ice rink/clubhouse.

References

Clubs should always seek at least two references before making a recruitment decision. Ideally one reference should be from paid employment or education and the other reference should be in a sporting capacity, ideally in a role similar to the one they are applying for.

PVG Check

The applicant should be asked to complete a PVG check and a self-disclosure form (if not done at the point of application) and return them to either the club (if they are a delegated centre) or the RCCC for processing. Upon receipt of the PVG Disclosure, the club (with advice from the RCCC Welfare Officer if required) OR the RCCC will make a decision on whether or not there is any reason to prevent that individual working within curling.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children within curling 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

Induction

New volunteers/staff members should be introduced to the RCCC Safeguarding & Protecting Children Policy, the Club's Safeguarding & Protecting Children Policy and any other policies the club deems are necessary. If it is relevant to their role they should also sign the code of conduct, with a copy being retained by the individual and a copy being securely stored in the individual's file.

Training

Newly appointed staff/volunteers will complete the following training over an agreed period:

- Protecting children
- Working effectively with children (including presentation skills, developing child friendly resources and activities)
- Any other identified training needs

Probation

Newly appointed staff/volunteers will complete an agreed period of probation on commencement of their role.

Monitoring and On-going Performance Appraisal

It is important that the performance of the new volunteer/staff member is monitored. All volunteers in childcare positions will be supervised. Consideration should be given to reviewing the progress formally after 3 months and at the end of each season. Consideration should also be given to having a period where the new volunteer is mentored by a senior person at the club.

Retention of Staff and Volunteers

The RCCC recognises the contribution of all staff and volunteers to achieving the aims of the RCCC and will ensure that measures are in place to support the retention of staff and volunteers.

