



Safer Recruitment Procedures

Purpose

Croquet England believes that the recruitment and selection of good volunteers, as well as of paid staff, is an essential part of ensuring the welfare of everyone.

Croquet England relies heavily on the time and commitment freely given by volunteers. Without this the opportunities for young people and vulnerable groups to participate in croquet would not exist. We recognise that there is often a difficulty obtaining volunteers, but all adults who work with young people or vulnerable adults are in a position of trust.

Our safer recruitment procedures are designed to deter unsuitable candidates from applying for roles, whether voluntary or paid, in which they may be working with vulnerable people, and to identify and reject them if they do.

Scope

Safer recruitment procedures should be applied to all roles within Croquet England, including within its affiliated clubs, Federations and Academies where contact with children or vulnerable adults may occur in the duties of that role. Those roles may be voluntary, paid, full-time, part-time or occasional.

All candidates should be treated fairly, consistently and in compliance with all relevant legislation.

Recruitment and selection requirements

Before a role is advertised, or candidates are sought, an assessment should be made to determine if it may involve working with young people or vulnerable adults. If it does, then the following should be applied:

- These procedures should be referenced in any job or role advertisement or discussion.
- The description of the role should clearly state that it may involve working with vulnerable groups.
- If an Enhanced Disclosure and Barring Service (DBS) check with or without a barred list check is required, any adverts or discussions for the role should state the applicant will be subject to an Enhanced DBS check with/without a barred list check before appointment.
- The selection process, whether by formal application and interview or by an informal process, should check the candidate's relevant experience, skills, qualifications and competencies for the role.

Appointment

For any role involving working with children and vulnerable adults the appointed person cannot commence work until the relevant DBS clearance has been arranged and received through the Croquet England Office and the appointee has registered with the DBS Update Service.

Appointees should be asked to familiarise themselves with Croquet England's Child and Adult Safeguarding policies and procedures and to its Codes of Conduct.

Training courses, recommended by Croquet England, in child safeguarding and adult safeguarding should be completed and recorded by the Croquet England Office.

Roles and responsibilities

It is the responsibility of the Board of Trustees to ensure Croquet England has effective procedures in place for safer recruitment of all staff and volunteers in accordance with current guidance and legal requirements. It is also the responsibility of the Board of Trustees to ensure compliance with these safer recruitment procedures, if applicable, in the appointment of Trustees and of the Executive.

It is the responsibility of the Executive to ensure that the recruitment of paid staff and committee chairs complies with the safer recruitment procedures, where applicable.

It is the responsibility of the Chairs of Croquet England's committees to ensure, where applicable, the safe recruitment of other members of their committee and of appointed coaches, referees and handicappers.

It is the responsibility of Academy, Federation and Club committees to ensure that recruitment of their coaches and other volunteers working with young people and vulnerable adults complies with the safer recruitment procedures.

References

Child Safeguarding Policy
Adult Safeguarding Policy
Safeguarding Requirements for DBS enhanced certificates
Safeguarding Roles and Responsibilities
Codes of Conduct
Croquet England Practice Book

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