

KEY ACTION AREA 5.1:

Recruitment – including advertising, referee checks and staff and volunteer pre-employment screening – emphasises child safety and wellbeing.

OVERVIEW

It is important for your SSA recruitment – including advertising, referee checks and staff and volunteer pre-employment screening – to emphasise child safety and wellbeing. A comprehensive approach to recruitment of SSA staff and volunteers will increase the likelihood of people with appropriate skills, experience and screening being appointed into roles working with children and young people.

Furthermore, having potential staff and volunteers undertake a thorough and clear process can assist in deterring perpetrators from applying for employment and volunteer roles in your SSA. Such a process is another indication of your SSA's **clear prioritisation of child safety**.

Your SSA firstly needs to develop a clear screening/recruitment procedure for all staff and volunteers that will have contact (in-person, electronic, or verbal) with children or young people as part of their role. It is essential that this screening/recruitment procedure includes:

- A transparent short-listing process
- An interview process, ideally with a multi-person interview panel, which explores the suitability of the person to perform the role (including their work or voluntary experience with children and young people and their reasons for wanting to work or volunteer with children and young people)
- Criminal history checks, including WWC Checks ([see Fact Sheet 5.2](#))
- Identity checks
- Reference checks (including a standardised reference checking process)
- Qualification verification
- A transparent appointment process.

There is great value in having staff and volunteers from diverse cultures, identities and abilities.

By having diversity within your SSA staff and volunteers, it enables children and young people from diverse backgrounds to feel more comfortable and valued within your sport, as they can see people with similar backgrounds to their own in volunteer and paid positions ([see National Principle 4 documents](#)).

In order to get the right people involved in your SSA, it is important to not only have a screening/recruitment procedure, but to actually implement it and regularly review and improve it.



EXAMPLE SSA ACTIONS TO WORK TOWARDS IMPLEMENTING KEY ACTION AREA 5.1	<p>The SSA develops a clear screening/recruitment procedure for all staff and volunteers that will have contact (in-person, electronic or verbal) with children or young people as part of their role.</p>
	<p>The screening/recruitment procedure includes reference to the importance of a multi-person interview panel, a transparent short-listing process and a standardised reference-checking process.</p>
	<p>The SSA's staff and volunteers are from diverse cultures, identities and abilities.</p>
	<p>The SSA implements and regularly reviews its recruitment/screening procedure.</p>

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If you need support:

- > [Mental health community links](#)
- > [Reporting flowchart](#)

