



RECRUITMENT AND SELECTION POLICY AND PROCEDURE

POLICY STATEMENT

England Netball is committed to recruiting the best person for each vacancy. No employee or potential employee or volunteer shall receive less favourable treatment or consideration during recruitment and selection on the grounds of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability or marital status or will be disadvantaged by any conditions of employment that cannot be justified as necessary for business reasons. Under the Protection of Children Act 1999 all those working within netball and individuals working on behalf of England Netball are treated as employees whether paid staff or volunteers. Therefore the policy applies to the recruitment and selection of all employees and volunteers engaged to provide services for the organisation.

PRINCIPLES

The following principles will apply whenever recruitment or selection for positions takes place:

1. Individuals will be screened against the job requirements as laid out in job descriptions and person specifications.
2. Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population will only be used in the recruitment process if they can be justified in terms of the job to be done.
3. Overseas qualifications e.g. coaching or umpiring will be compared with UK equivalents.
4. Information on ethnic origin, sex, disability, nationality and age will be collected in order to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any other use other than this purpose.
5. Written records of interviews, reasons for decisions made at each stage of the process are confidential and will be stored and disposed of in line with England Netball's '*Storage, Handling, Use, Retention and Disposal of Disclosure Information Policy and Procedure*'.
6. Interviews will assess candidates against job-related criteria only i.e. those which relate to the requirements of the job.
7. Where disabled candidates enter a recruitment process the process will take into account such adjustments to working arrangements to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
8. All reasonable steps will be taken to ensure unsuitable people are prevented from working in Netball, especially with young people and disabled or vulnerable adults.
9. Any successful applicant for a position involving regular and significant contact with children aged under 18 or vulnerable adults, including training, teaching, supervising or being in sole charge of them any successful applicant must agree to, and any subsequent



offer of employment will be, subject to an Enhanced Disclosure from the Criminal Records Bureau (CRB) within 8 weeks of their appointment.

The following positions require a CRB check (as detailed in the England Netball Safeguarding and Protecting Young People in Netball Policy):

1. Professional Staff
2. Coaches/assistant coaches
3. Team Managers
4. Umpires/officials
5. Welfare Officers
6. Physiotherapists/fitness trainers/other support staff such
7. Doctors
8. Netball administrators
9. Anyone assisting or supporting at any event.
10. CRB disclosures must be conducted through England Netball who have contracted with The Media Group to complete this process.
11. England Netball have jurisdiction to deal with any matter arising from any disclosure that contains relevant information.
12. For those positions where a disclosure is required, all job adverts and recruitment briefs will contain a statement that a CRB check will be requested in the event of the individual being offered the position.
13. Any disclosure information will be considered in line with the Company's Recruitment of Ex-Offenders Policy and Procedure subject to the Company's overriding obligations to protect the children and vulnerable adults in its charge.
14. England Netball reserve the right to withdraw deployment, suspend deployment or dismiss any person from netball in line with *England Netball Disciplinary Policy and procedures*.

PROCEDURE FOR VOLUNTEERS

Implementing England Netball's Recruitment Policy and Procedures within Regions, Counties and Clubs. The following procedures provide regions, counties and clubs with a framework of best practice to adopt when recruiting new staff or volunteers

Planning and Advertising

- Ensure there are clear roles and responsibilities for all paid and voluntary positions you are recruiting for i.e. a job description.
- Identify the skills and experiences that are needed i.e. a person specification (contact England Netball's Volunteer Manager for support in developing job descriptions/roles and person specifications).



- When any role 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 bureaux can help to attract new volunteers to your club.
- Contact England Netball to ask for support in advertising any vacant positions.
- Ask for proof of identification of any applicant i.e. passport or driving licences.
- Ensure that there are at least two officials from the regions/county/club who look at the application forms.
- Put together a pack for applicants to include:
 - Aims of the region/county/club or organisation
 - Job description/role
 - Experience and skills required
 - Safeguarding and Protecting Young People in Netball Policy and Procedures
 - Codes of Conduct
 - Application form

Applications

Key information you require through the application form;

- Name, address and the 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/netball (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 (previous employer).
- Self Disclosure – detailing any action taken against them in relation to child abuse, sexual offences or violence or if they are know to Children's Social Care Services.
- The applicant's commitment (a signed agreement) to abide by England Netball's Code of Conduct and safeguarding and Protecting Young People in Netball Policies and Procedures.
- Failure to adhere and comply may result in disciplinary action in line with *England Netball's Disciplinary Regulations* and could result in the individual having their deployment withdrawn, suspended or dismissed from the club/sport.
- A small group of officials from the regions/county/club need to shortlist the applicants and invite them to an interview.



Screening and Checking

- At least two references must be provided, one of which relates to the applicants experience of working with young people and children.
- All references must be in writing and can be followed up by telephone.
- If there are concerns which arise from the references, you should contact England Netball Lead Child Protection Officer for further support and guidance.
- If an applicant has not experience of working with young people, consideration must be given to training and support which may be provided through Netball.
- CRB checks must be conducted through England Netball. Please contact Workforce Development at England Netball Head Office for further support on completing the required checks. *(Please see either Safeguarding and Protecting Young People Netball Policy and Procedures or Recruitment and Selection Policy and Procedure for details on CRB checks.)*
- England Netball has jurisdiction to manage information received and matters arising through a CRB check.

Interview

- Meet with applicants before making recruitment decisions (perhaps using the same group that did the short listing).
- The meeting/interview provides an opportunity to explore in greater details 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
- prepare questions in advance that will give the applicant an opportunity to demonstrate their relevant experience

As well as considering an applicants ability to fulfil a position, it is also important to assess their attitudes and commitment to child welfare. Examples of questions that might be asked 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 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?



All offers are subject to two satisfactory references and a check on relevant qualifications. Where relevant, a satisfactory CRB and/or approval of a work permit may also be required. References will be requested once applicants have indicated acceptance. If, subject to offer, the references or CRB checks are not satisfactory, the offer may be revoked.

Induction

All staff paid or voluntary must undergo an induction (formal or informal) to include:

- signing up to the club's safeguarding and protecting young people in netball policy and procedures, best practice guidelines and any codes of conduct 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.

Training

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

England Netball recommend all adults working with children and young people attend sports coach UK's Safeguarding and Protecting Children in Sport three hour awareness course.

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



Getting Help

Further information or advice relating to this policy is available from the Lead Child Protection Officer of England Netball.

Copies of related policies are available on the website www.englandnetball.co.uk, from your regional office or England Netball Head Office (Netball House, 9 Paynes Park, Hitchin, Hertfordshire SG5 1EH).

Acknowledgments

England Netball would like to acknowledge the Football Association, England Squash and England Hockey for their support in writing these procedures.

Approved December 2009

Due for Review December 2010