

## GUIDANCE ON SELECTION & RECRUITMENT

It is the unfortunate truth that some individuals do have poor intent regarding children, and it is the responsibility of bowls NGB's and clubs to ensure that all reasonable steps have been taken to ensure that unsuitable people are prevented from working with children in bowls clubs.

The guidance below shows the steps in an ideal recruitment and selection

### **Planning**

Draw up a job description, person specification and minimum requirements, e.g. Coaching Level 2, First Aid Certificate, Safeguarding knowledge

### **Advertising**

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

### **Application Form**

Application forms are very useful as they are a method to collect and store information on an applicant and form an important part of any recruitment process. This will give you some information from which to base any recruitment decision on.

### **Interview**

The Safeguarding in Bowls group recommend meeting the applicant 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 clubhouse. It is at this interview that you can decide whether the applicant demonstrates the qualities that you want in your club.

### **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.

### **DBS Check**

The applicant should be asked to complete a DBS check if they are in a regulated activity with children and return this to the relevant NGB for processing. Upon receipt of the DBS Disclosure, the relevant NGB will decide on whether or not there is any reason to prevent that individual working within bowls. A club should never ask to see an individual's DBS certificate.

### **Induction**

New volunteers should be introduced to the clubs Safeguarding & Protecting Children Policy, and any other policies the club deems are necessary and this should be carried out by the Club Safeguarding Officer.