

PROCEDURE FOR THE RECRUITMENT AND SELECTION OF STAFF/VOLUNTEERS IN REGULATED WORK WITH CHILDREN

Table Tennis Scotland will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with children. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children within Table Tennis Scotland.

This recruitment and selection procedure has two functions. It:

1. Provides Table Tennis Scotland with an opportunity to assess the suitability of the individual for a particular regulated work role with children.
2. Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

The following recommended procedure will be completed for all positions deemed to be regulated work with children within Table Tennis Scotland.

1. Advertising

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include the following:

- ☑ The aims of Table Tennis Scotland and, where appropriate, details of the particular programme involved.
- ☑ The responsibilities of the role.
- ☑ The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- ☑ Details of Table Tennis Scotland open and positive stance on child protection. A statement that the position applied for is regulated work with children and will require PVG Scheme membership.

2. Pre-application Information

Pre-application information for these positions will be sent to applicants and will include:

- ☑ A job description and person specification (e.g. stating qualifications or experience of working with children required) which outlines the roles and responsibilities of the position.
- ☑ Application form, self-declaration form and PVG Scheme Q&A guidance notes.
- ☑ Information on Table Tennis Scotland and related topics.

Evidence of qualifications will always be verified.

3. Application and Self-Declaration Form

All applicants will be requested to complete an application form and self-declaration form. The purpose of the application form is to obtain relevant details for the position and referee contact details. The self-declaration form, which shall include information on any past criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed.

4. Review Applications

Table Tennis Scotland will review application forms and consider applicants for interview. Self-declaration forms of those deemed suitable for interview will then be opened and considered. If the applicant is no longer an interview candidate, the self-declaration form must be destroyed. Successful applicants will be invited to interview.

5. Interview

Interviews will be carried out for all positions which are regulated work with children.

6. Offer of Position

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations e.g. agreement to the policies and procedures of Table Tennis Scotland, the probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to [insert name].

The applicant's appointment will only be confirmed when:

- the self-declaration form has been opened and considered
- satisfactory references have been received and checked
- a satisfactory Scheme Record/Scheme Record Update has been received.

7. References

References will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

8. Membership of the PVG Scheme



Table Tennis Scotland is registered with **VSDS – Volunteer Scotland - Disclosure Services**. .
Individuals carrying out regulated work with children within Table Tennis Scotland must be members of the PVG Scheme.

Table Tennis Scotland will require the successful applicant to submit a Scheme Record/Scheme Record Update application which will be returned to and processed by Phil McCallum.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children within Table Tennis Scotland 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.

9. Induction

After the applicant accepts post in writing, the induction process will include the following:

- ☐ An assessment of training, individual aims, needs and aspirations.
- ☐ Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct.
- ☐ Clarification of the expectations, roles and responsibilities of the position.

10. Training

Newly appointed staff/volunteers in regulated work with children should complete recommended training over an agreed period. Recommended training includes sportscoach UK's 'Safeguarding & Protecting Children' (a basic introduction to child protection) and, should it become relevant, In Safe Hands (a workshop for club child protection officers).

11. Probation

Newly appointed staff/volunteers will complete an agreed period of probation (e.g. 3 months).

12. Monitoring and Performance Appraisal

All staff in positions of regulated work with children will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

13. Ongoing suitability

Once an individual is in a position of regulated work, Table Tennis Scotland will require the individual to complete a self-declaration form and apply for a Scheme Record Update every two/three* years. This ensures the organisation is continually risk assessing staff/volunteers to keep participating children safe.

14. Existing staff/volunteers joining PVG Scheme

For existing members of staff/volunteers, who were not previously checked or were previously enhanced disclosure checked for a childcare position under the Protection of Children (Scotland) Act 2003, Table Tennis Scotland will require those individuals to become PVG Scheme members if they are carrying out regulated work with children.

At the appropriate time, existing members of staff/volunteers will be notified by a Retrospective checks letter giving information on the process. Staff/volunteers will be required to complete a self-declaration form and submit a Scheme Record/Scheme Record Update application. This will ensure, over time that everyone in regulated work in the organisation is a PVG Scheme member.

15. New vetting information on PVG Scheme Records

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

Should any risk be identified, it will then be necessary to follow Table Tennis Scotland Responding to Concerns about the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

16. Consideration for Children's List or Barred Individuals

If Disclosure Scotland inform Table Tennis Scotland that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 duties for organisations.

If Disclosure Scotland notifies Table Tennis Scotland that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

17. PVG Scheme Member leaves Table Tennis Scotland

Table Tennis Scotland will update Disclosure Scotland on PVG Scheme members who are no longer in regulated work with children on behalf of the organisation. Should a member of staff/volunteer not be in contact with Table Tennis Scotland for up to three months, Table Tennis Scotland will then inform Disclosure Scotland that the individual is no longer in regulated work with children within the organisation.

PROCEDURE FOR RECRUITMENT AND SELECTION OF STAFF/VOLUNTEERS IN REGULATED WORK WITH CHILDREN FLOWCHART

Details of the post are circulated as widely as possible.

The organisation makes sure that any recruitment information promotes equality of opportunity.

Job description, person specification and PVG Scheme guidance notes are sent to applicants. Applicants asked to complete an application form and self-declaration form.

The self-declaration form is returned in a sealed envelope to a nominated person.

Organisation reviews applications.

Applicant is considered for interview.

Applicant is not considered for interview.

Self-declaration form is destroyed.

Self-declaration form is opened.

Suitable for interview?

YES?

NO?

Self-declaration form is destroyed. Application is taken no further.

Applicant is interviewed.

References from appropriate referees are obtained.

Where organisation wishes to appoint the applicant Scheme Record/Scheme Record Update requested from **VSDS – Volunteer Scotland - Disclosure Services**.

Individual appointed on receipt of a satisfactory Scheme Record/Scheme Record Update and references.

Induction, training, probation and monitoring/appraisal provided for member of staff/volunteer.

Ongoing suitability, retrospective checks and assessing any new vetting information.

Still suitable?

YES



NO

Follow Procedure for Responding to Concerns about the conduct of a member of staff/volunteer.

Applicant accepts post in writing including sign up to Child Protection policy and code of conduct

LETTER TO APPLICANTS FOR REGULATED WORK WITH CHILDREN - TEMPLATE

Dear

Your interest in the position of (e.g. coach) within the activity of [sport]

We thank you for your interest in taking up this post within [sport] and have pleasure in enclosing forms that are relevant to this. Please contact [insert name and details] if you have any questions or need help completing the forms.

Table Tennis Scotland has a legal duty to ensure the suitability of any individual who works or volunteers with children and young people. In accordance with the Table Tennis Scotland Child Protection Policy and Procedures, everyone seeking appointment in such a position must complete an application form and a self-declaration form prior to appointment. Table Tennis Scotland deems this post to be 'regulated work with children'. To comply with the Protection of Vulnerable Groups (Scotland) 2007, Table Tennis Scotland will require the person it wishes to appoint to this post to be a member of the PVG Scheme. If you are considered suitable for this role you will be asked to complete a Scheme Record/Scheme Record Update.

We would ask, therefore, that you complete the enclosed application and self-declaration forms. Please insert the self-declaration form in the enclosed envelope marked, 'Private and Confidential – Self Declaration', seal it and return it, with the application form.

All information will be strictly managed in accordance with Table Tennis Scotland Policy on the Secure Storage of Information, Policy on the Rehabilitation of Offenders and will only be shared with those who are involved in decisions about recruitment and selection. Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and nature of the position. A full assessment of each applicant's suitability will be undertaken based on all available information.

Thank you, again, for your interest in promoting [sport] to children and young people. We look forward to receiving your application.

Yours

Enclosed:

- ☐ Job description for regulated work with children.
- ☐ Application form for regulated work with children.
- ☐ Self-declaration form for regulated work with children.
- ☐ An envelope marked "Private and Confidential – Self Declaration".

☐ PVG Scheme Q&A guidance notes.

JOB DESCRIPTION FOR REGULATED WORK WITH CHILDREN – TEMPLATE

A job description outlines the responsibilities of a role. Anyone interested in taking on that role is clear about what is expected of them as well as who they report to and other practicalities. The following can help act as a 'prompt' when putting together a job description. (NOTE: Step 1 includes a template job description for a Child Protection Officer).

POST: LOCATION:

RESPONSIBLE TO: SALARY:

APPROXIMATE WEEKLY TIME COMMITMENT:

Responsibilities

General Role:

☐

☐

☐

Key Focus Areas:

☐

☐

☐

Additional Responsibilities:

☐ To proactively involve the children with whom you work in the development of their club/section/team.

☐ To observe all relevant health and safety requirements.

☐ To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices.

To undertake any additional and appropriate functions as agreed with line manager/supervisor.

Person Specification

Essential:



Qualifications:

Knowledge:

Other Areas:

- An understanding that the welfare of children is paramount.
- A commitment to safeguard the children they are responsible for or come into contact with.
- A commitment to and understanding of the principles of participation.
- Commitment to the principle of Equal Opportunities and opposing/challenging discriminatory practice.
- An awareness of personal responsibility in relation to health and safety.

Desirable: Skills/Experience

- Experience of working with children.

APPLICATION FORM - TEMPLATE

Staff/Volunteer role applied for:

1. Personal Details:

Forename(s) Surname

Any previous name by which you've been known

Address

Postcode

Home Tel No

Work No

(please state if you don't wish to be contacted at work)

Mobile No

Email Address

2. Current Employment:

Employer's Name and address

Position: Date appointed:



Salary: Additional benefits:

Notice required and reason for leaving:

Please outline your duties and responsibilities:

3. Previous Employment (start with most recent)

From - To

Employer's Name and address

Post held

Reason for leaving

4. Education and qualifications

From-To

Secondary Schools, Colleges, Polytechnics, Universities and other Institutions (indicate full or part-time)

Qualifications

5. Other training and qualifications

From-To

Please give details of any training courses (e.g., coaching courses etc) or qualifications relevant to this application

Qualifications

6. Supporting Statement

Please state how you think your skills and experience match the requirements of the job description and give your reasons for applying. Please include any relevant voluntary work (with dates) and technical skills which we should know about.

7. Additional Information

Please tell us if you feel we will need to provide any additional support to enable you to fulfil this role e.g. in relation to health, mental health or disability.

8. Interview Availability

Please advise of any dates you would be unable to attend an interview.

9. The Vacancy



How did you learn of this vacancy?

10. References

Please give details of two referees (preferably with first-hand knowledge of your previous work with children). References from relatives will not be accepted. Let us know if you do not want us to contact a referee prior to interview.

Name

Name

Address

Postcode

Address

Postcode

Tel No

Tel No

How do they know you?

How do they know you?

How long have they known you?

How long have they known you?

11. Declaration

Data Protection Act In order to recruit to the post [organisation name] will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described. As this role is regulated work with children, I consent to Table Tennis Scotland requesting a Scheme Record/Scheme Record Update (as appropriate) under the Protection of Vulnerable Groups (Scotland) Act 2007.

Declaration I declare that to the best of my knowledge the information given on the form is true and correct. I understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from my application.

Signed Date



To be completed by Human Resources/Child Protection Officer*

I confirm that I have seen the following identification documents relating to [insert name of applicant]:

- 1.
- 2.

Note: At least one form of identification must be photographic.

Signed Date

Print name Position

SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN – TEMPLATE

Please read this form in conjunction with the PVG Scheme Q&A guidance notes.

It is the policy of Table Tennis Scotland that anyone applying to do regulated work with children is required to complete a self-declaration form as part of the recruitment process.

‘Regulated work with children’ posts are exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2010. Candidates are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information. For further information refer to the Table Tennis Scotland policy on the Recruitment of Ex Offenders.

Please note that any information you give in this form will be managed according to the Table Tennis Scotland Data Protection Policy.

Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and the nature of the position.

Completing the form:

1. Please give details regarding any convictions and cautions under the heading in Section 1.
2. Please provide details of any disciplinary action in Section 2.
3. Please give details of any relevant non-conviction information in Section 3.
4. If you have no convictions, cautions, or relevant non-conviction information please go to Section 4 and sign the declaration in Section 5.
5. Return the form in a sealed envelope marked ‘Private and Confidential – Self Declaration’ to [insert name and address]. Please do not put your completed application/registration form in the same envelope. It is important that the forms are kept separate. Your completed self-declaration



form will only be seen by individuals in the organisation who have a responsibility for recruiting staff and volunteers.

PERSONAL DETAILS

Title:

Tel No:

Full Name:

E-mail:

Address:

Post Code:

ROLE DETAILS

Role being applied for / volunteering for:

Section 1 – Convictions and Cautions

- a) Please give the date and details of the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.
- b) Please give details of the reasons and circumstances that led to your offence(s).
- c) Has any other organisation(s) supported you to work through any of the above issues?
- d) Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc)?
- e) What have you learned from the experience?

Section 2 – Details of any disciplinary action in relation to children

Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm? YES/NO

If YES, please give details.

Section 3 – Relevant non-conviction information (including any police information)

- a) Please provide details of investigations, reasons and circumstances that led to your investigation(s) and disposal if known.
- b) Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? YES/NO

If yes, please provide details

Section 4 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act):

1. Section 34 of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.

2. Section 35 of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual barred from that work.

3. A person is barred from regulated work with children if they are:

The subject of an automatic listing (under section 14 of the PVG Act).

Included in the PVG Children’s List (and, by default, the Independent Safeguarding Authority Children’s List which covers the rest of the UK) under section 15 of the PVG Act.

4. Under section 12 of the PVG Act an individual can be ‘considered for listing’ as information on their suitability to work with children is assessed.

*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under ‘consideration for listing’ as set out in section 12 of the same Act.

OR

*I am under ‘consideration for listing’

*(delete as appropriate)

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal.

I understand that deliberately giving false information can result in prosecution.

Signed: _____ Date: _____

Section 5 – Declaration

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

2. I will assist Table Tennis Scotland to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.



3. I agree to inform Table Tennis Scotland if I am convicted of an offence while a member of staff/volunteer with the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and/or the termination of my services.

4. If I become considered for listing, I understand this will result in precautionary suspension.

5. I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work for the organisation or the termination of my services.

Signed: _____ Date: _____