



# Recruitment, selection and retention of persons working with young people

## Guidance Checklist

<b>Planning, advertising and preparing for interview</b>	
Plan – decide on a job or role description	
Advertise – locally and on relevant websites (tell candidate if DBS check is required)	
Produce application form (templates available online)	
Prepare questions for interview	
<b>Short listing and interview</b>	
Assess candidate's skills and experience for suitability for role	
Verify identity of candidate	
Evidence of relevant qualifications checked	
Consider applicant's attitude to safeguarding	
Refer successful applicant to Government guidelines on criminal convictions, formal warnings or cautions	
<b>Appoint successful applicant</b>	
Appoint applicant subject to references and checks	
Issue successful applicant with 2 copies of Role Acceptance Form (template available online) and include a copy of the role description and other relevant documents	
Take up references – at least 2 and in writing.	
DBS check processed and completed satisfactorily	
Contact Rounders England to check qualifications where required	
Successful candidate returns signed copy of 'Role Acceptance Form' to formally accept the role	
<b>Introducing the applicant to the role</b>	
Induction – key things they need to know	
Period of mentoring and supervision	
Ongoing training and education on safeguarding or any other relevant topic	
Signpost to other external training courses, i.e. UK Coaching, CPSU, ACT	
Regular review of performance	