**Recruitment, Employment & Deployment of Staff and Volunteers**

**Recruitment**

**Advertising**

When any form of advertising is used to recruit staff or volunteers, the following information should be reflected:

* Aims of the Rounders organisation and where appropriate, the particular programme involved;
* Safeguarding Statement
* Key responsibilities of the role;
* Level of experience or qualifications required, particularly if experience of working with young people is an advantage;
* The organisation’s open and positive stance on safeguarding and equal opportunities;
* The use of Criminal Records Disclosures as part of the recruitment and selection process where appropriate. Any role that requires a person to work with children, that falls within regulated activity, will be subject to an enhanced DBS check

**Candidate Pack**

Candidate Packs sent to interested or potential applicants should include:

* A job description, including roles and responsibilities
* A person specification, which clearly states qualifications and experience required
* An application form (**this can be found as *Template 1***)
* Equality Monitoring form
* A self-disclosure form (**This can be found as *Template 2***) (where appropriate)
* Roles that fit within regulated activity (see below flowchart) will be asked to take or provide a Criminal Records Disclosure

**Safeguarding Statement**

Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Rounders England requirements.



**Short Listing**

Independent short listing by the designated panel will be made for each staff appointment in accordance with the application form and the relevant person specification. In the interests of efficiency, where appropriate, self-disclosure forms should be completed by all short-listed candidates prior to interview.

**Interviews**

A formal interview is always required for Rounders England staff (on the payroll) where their positions involve working with young people.

**References and Checks**

Contact details of two written references (not relatives) should be provided, one of which should be a previous employer or Club, who have agreed to provide written comment on the individual’s experience and suitability to work with young people. References will be taken up before a position has been offered to the applicant and the forms that are required to be completed can be found in appendix as **Template 3**. All qualification certificates will also need to be submitted by the applicant to verify their suitability where appropriate.

If applicable, any information disclosed on a positive Criminal Records Check will be handled confidentiality by the case management group within Rounders England.

Any positive disclosures will be risk assessed by the case management group in order for a decision to be made about whether the applicant is suitable for the role for which they have applied.

Where a decision is made that the applicant is unsuitable the Lead Safeguarding Officer will contact the applicant to inform them of the decision.

Where further clarification is required, the Lead Safeguarding Officer will contact the applicant and invite them to a meeting to discuss the disclosure content.

Where further information is required from statutory agencies in order to make a risk assessment, the Lead Safeguarding Officer will contact these agencies to request the relevant information. The applicant’s permission will be sought to do this.

**Talent Coach requirements**

Before a Talent Coach commences with their role they are expected to have in place:

* Signed ‘Terms of Reference’/Handbook
* UKCC Level 2 Coaching Qualification in Rounders (or working towards)
* Valid Rounders England membership
* First Aid qualification (updated every 3 years)
* Safeguarding qualification (updated every 3 years)
* Rounders England DBS check (updated every 3 years)

**Employment and Deployment**

**Appointment**

The successful applicant should be issued with an offer letter, specifying full details and requirement of the position and any probation period, if appropriate. If the applicant meets the eligibility criteria they will be informed that the appointment is subject to satisfactory Criminal Records Check and two references. These checks have to be completed prior to an individual taking up a role working with children and/or young people.

**Induction**

All staff employed at Rounders England, paid or voluntary, will undergo an induction period appropriate to their role in which:

* Their qualifications are substantiated
* They sign up to the appropriate Rounders England Code of Ethics and Code of Practice and are advised that they may face disciplinary action if there is an allegation that the Code has been broken
* The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)
* Safeguarding policy and implementation procedures are explained, and training needs established
* When possible, the new recruit should be mentored by an experienced person

**Training**

Rounders England will provide training opportunities for people involved/working with young people appropriate to their role and level of responsibility.

**Monitoring and Appraisal**

Staff members are appraised annually and undertake regular one to one sessions.

The training needs for both volunteers and staff are identified and met through the Rounders England training plan.

**Complaints and Disciplinary Procedures**

All Rounders England staff and volunteers will take responsibility for ensuring that information about expected Codes of Practice are clearly communicated to parents and children/ young people. They should also ensure that parents and young people are aware of the complaints and disciplinary procedures. Rounders England ensures that this information is clearly communicated through inductions, the membership process, newsletters and the Rounders England website by following [this link](https://www.roundersengland.co.uk/about-us/our-governance/).

Staff at Rounders England are trained to ensure that any complaint with possible safeguarding implications is passed to the Lead Safeguarding Officer.

**Team Appointments**

Appointments for teams will be made by club/team committee members at their discretion. It is recommended by Rounders England that their appointment process is followed in these circumstances and Rounders England is willing to assist teams with this if they should need it. If a team needed to undertake a Criminal Records Disclosure because their applicant meets the current legislation criteria, Rounders England will support this process.

Teams need to ensure that they are following the Rounders England’s robust recruitment practices as stated above when appointing an applicant in relation to rounders activities.

**The Recruitment Process- Flowchart 1**

Applicant completes and returns the application form and Disclosure Forms (if appropriate) to the recruiter .

Job description, person specification and application form produced

Vacancy exists within club/organisation

Short listing

Written application accepted

Applicant invited to interview

Written application rejected

Applicant sent letter of rejection

Interview

Applicant successful at interview

Offer made subject to:

* satisfactory personal references obtained
* Criminal Records Disclosure and/or self-disclosure check completed by applicant if appropriate

Applicant unsuccessful at interview

Applicant sent letter of rejection

If practicable, recruit mentored by experienced person

Induction programme commences, reinforcing roles and responsibilities

and identification of training opportunities

Induction & Training

References and Criminal Records Disclosures satisfactory. Appointment confirmed

References and Criminal Records Disclosures unsatisfactory. Applicant sent letter of rejection and offer withdrawn.

References & Checks