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**Good Practice Guidance on Recruitment, Selection and Retention of Persons working with Young People**

**INTRODUCTION**

**All adults who work with young people in lacrosse are in a position of trust which has been invested in them by parents, the sport, and the young person. This relationship can be described as one in which the adult is in a position of power and influence by their position.**

As good practice, it is important that all reasonable steps are taken to ensure that all individuals working with young people in lacrosse, either paid or unpaid, are appropriate and able to do so. This can help to ensure that lacrosse offers opportunities for young people in a safe and enjoyable environment.

The aim of any recruitment process is to ensure that any legal responsibilities are met, that the most appropriate person is appointed to the job/role, and all necessary checks have been undertaken before the individuals begin working with young people.

**Implementing good practice guidance on safe recruitment:**

**There are several steps to good practice guidelines in recruitment. The following pages outline these steps.**

**Planning**

It is essential to have clear roles and responsibilities for all paid and voluntary positions you are recruiting for. A job description should list the duties for the position, and a person specification can be used to highlight the skills and experience that are needed.

**Advertising**

When any role becomes available, 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, on the website or contacting the local volunteer centre can help to attract new volunteers to your club.

**Essential inclusions within any advertising are:**

* Aims of the club/association
* Job description/role
* Experience and skills required, particularly if experience of working with young people is an advantage
* Reference to Safeguarding and Protecting Young People in Lacrosse Policy and Procedures
* Codes of conduct/Ethics and Behaviour
* The requirements to complete a Disclosure and Barring Service (DBS) Check
* Details on how to obtain an application form (it would be useful to include a closing date to streamline your process)

**Applications**

Anyone who shows an interest in filling a role/vacancy needs to complete an application form. Applicants will be required to verify their identity. When applying for a role working with children or young people. Applicants will need to be made aware that they will need to complete a DBS check, if appointed.

Please also refer the applicant to the Government guidelines on Criminal Convictions, Formal Warnings or Cautions as this information will be required if the applicant is successful

[https://www.gov./uk/government/collections.dbs-filtering-guidance](https://www.gov.uk/government/collections.dbs-filtering-guidance)

Clubs should not ask applicants for information regarding their criminal convictions, formal warning of cautions at this stage of the application process. This should be done at the appointment stage, prior to a person starting in a role.

It is essential that the applicant does not commence in the role until satisfactory references and checks have been received.

The document ‘application form for positions working with young people’ includes questions that you are entitled to ask at this stage of the recruitment process.

Once you have received the applications for the position you should assess them for suitability against the criteria, prior to the next stage.

**Meeting/interview**

It is recommended that a meeting/interview is held with applicants (whether formal or informal) before making a recruitment decision. The meeting/interview provides an opportunity to explore in greater detail 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
* Evidence of relevant qualifications are provided
* Questions are prepared in advance that will give the applicant an opportunity to demonstrate their relevant experience.

As well as considering an applicant’s ability to fill a position, it is also important to assess their attitudes and commitment to safeguarding. Examples of questions you might ask are:

* Tell us about any previous experience you have working with young people – what were the highlights
* 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 along with another adult and contact parents to find out where they were.
* What factors do you consider to be important in creating a positive environment for young people
* A child you coach regularly, who is usually happy and sociable has recently been turning up to training and is withdrawn and argumentative. What would you do?

**Appointment**

The successful applicant should be issued with two copies of the ‘Role Acceptance Form’, a copy of the role description and any other relevant policies and documents. The applicant should also be informed that the position is subject to a satisfactory DBS check and references. The applicant is required to sign and return one copy of the ‘Role Acceptance Form’ which indicates their commitment to the role and their agreement to be bound by the relevant policies and documents

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**References and Disclosure and Barring Services Checks (DBS):**

Once an offer is made it is imperative that references are obtained, and the following checks carried out

**References**

**At least two references should be requested from individuals who are not related to the applicant. Ideally one should be work related and the other demonstrating previous involvement of working with young people, ideally in a sporting setting.**

**See ‘Reference form for positions working with young people in lacrosse’.**

**All references should be in writing and followed up, if required, by telephone.**

**Check all relevant qualifications are proven and valid through England Lacrosse**

**Disclosure and Barring Service (DBS) Checks**

* As part of the safer recruitment process, applicants over sixteen years old must complete an enhanced /barred list check if they meet the criteria in relation to their work with young people.
* All DBS checks must be conducted through England Lacrosse. DBS Disclosures processed through other

 organisations are not acceptable.

* DBS checks should be completed every three years.
* DBS checks should be used as part of the recruitment process to assess a person’s suitability to work with young people; it shouldn’t be used in isolation.
* England Lacrosse has the jurisdiction to manage and deal with any matters arising from any disclosure resulting from the DBS process.
* Individuals must not be engaged in contradiction of England Lacrosse sanctions**.**

**The following guidance is available from England Lacrosse**

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| **Eligibility for a DBS Check** |
| **Definition of “regulated” activity and level of check required for the role** |
| **Frequently asked questions** |
| **Disclosure and Baring Service – includes information about single disclosure, who deals with the information on a DBS, lost certificates, etc** |

Go to www.englandlacrosse/governance/safeguarding

**Induction**

All staff or volunteers should undergo an induction (formal or informal) to include:

* Signing up to the club’s Safeguarding and Protecting Young People Policy and Procedures, Good Practice

and any Code of Ethics/conduct that are appropriate

* Confirming and agreeing roles and responsibilities
* Any training needs are established and actioned
* An initial period of supervision of mentoring should be introduced to support the individual

**Education and Training**

Ongoing training will be provided to support the individual to fulfil their role. Appropriate safeguarding training will enable an individual to recognise their responsibilities regarding implementing good practice and reporting poor practice or concerns regarding young people.

**England Lacrosse provide a range of training opportunities for all people that work with young people, including coaches, designated Welfare Officers, information is available from** [**www.englandlacrosse.co.uk/governance/safeguarding**](http://www.englandlacrosse.co.uk/governance/safeguarding)

**See ‘Safeguarding Education Training Guidance’ for details of safeguarding training that is available and who should do what level of training**

**Monitoring and Appraisal**

Review meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. Regular reviews allow opportunities for both parties to feedback and make changes as necessary



**“The Club has a great atmosphere for development, everyone is welcoming and friendly”**