



No. REN/P/005
Issue No. 02
Date: 01/05/11
Page No. 1 of 4

The Purpose

The purpose of this procedure is to ensure that all Swimmers, Members, Coaches, Team Managers, Volunteers and Parents are aware of how Staff and Volunteers are recruited and selected by REN 96 Swim Team.

The Scope

The procedure applies to all Staff and Volunteers within the Club, particularly those defined as Child Care positions under the Protection of Children (Scotland) Act 2003.

Definitions

A Child Care Position is defined in the Protection of Children (Scotland) Act 2003 that applies to many voluntary sector roles is “a position whose normal duties include caring for, training, supervising or being in sole charge of children”.

Procedure for the Recruitment and Selection of Staff and Volunteers to Child Care Positions

REN 96 Swim Team will take all reasonable steps to ensure unsuitable people are prevented from working, or volunteering, with children. The Club has a legal duty to ensure that individuals who are fully listed on the Disqualified from Working with Children List (DWCL) are not engaged (either paid or unpaid) in child care positions within REN 96 Swim Team.

This Recruitment and Selection Procedure has two functions. It provides REN 96 Swim Team with an opportunity to assess the suitability of the individual to work/volunteer with children as well as giving the prospective employee or volunteer an opportunity to assess the Club and the opportunities available.

The following recommended procedure will be completed for all positions deemed to be child care positions in the Club (in terms of Schedule 2 of the Protection of Children (Scotland) Act 2003).

1. Advertising

All forms of advertising used to recruit and select staff/volunteers for childcare positions will include the following:

- The aims of REN 96 Swim Team and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (eg experience of working with children is an advantage).
- Details of REN 96 Swim Team open and positive stance on child protection.
- A statement that the position applied for is a child care position (exempted post) and requires a Disclosure Certificate check which will be requested before the appointment is confirmed and after the applicant has been offered the position.



No. REN/P/005
Issue No. 02
Date: 01/05/11
Page No. 2 of 4

2. Pre-application Information

Pre-application information for childcare positions will be available via the REN 96 website and if necessary sent to applicants. This will include:

- A description of the position including roles and responsibilities.
- A candidate specification (eg stating qualifications or experience of working with children required).
- Self-Declaration Form.
- Information on REN 96 Swim Team and related topics.

Evidence of qualifications will always be verified.

3. Application and Self-Declaration Form

All applicants will be requested to make an Application in writing and complete a Self-Declaration Form. The purpose of this is to obtain from the applicant relevant details for the position, including information on past criminal behaviour, records or investigations. The Self-Declaration Form shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. If the applicant is not selected the form will be returned unopened to the applicant or destroyed.

4. 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 in any of the following capacities: employee; volunteer; or work experience. 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.

5. Interview

Interviews will be carried out for all childcare positions. Where appropriate eg the recruitment of a volunteer, a discussion will take place with the prospective volunteer.

6. Offer of Position

Once a decision has been made to appoint, an offer letter will be sent to the applicant including the details of the position, any special requirements and the obligations eg agreement to the policies and procedures of REN 96 Swim Team, the probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing eg by the individual signing and dating their agreement on the offer letter and returning it to the Administration Manager. A volunteer agreement will be completed for voluntary positions.



No. REN/P/005
Issue No. 02
Date: 01/05/11
Page No. 3 of 4

7. Disclosure Scotland Certificates

REN 96 Swim Team is registered through Scottish Swimming with Disclosure Scotland/Central Registered Body in Scotland. Prior to appointment an Enhanced Disclosure check will be completed for all individuals appointed to child care positions. This will require the applicant to complete and submit a Disclosure Application Form, which will be returned to the Club Child Protection Officer for processing.

The applicant's appointment will only be confirmed when a satisfactory Enhanced Disclosure check has been returned to the Lead Signatory for REN 96 Swim Team and satisfactory references have been received and checked.

8. Induction

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.

9. Training

Newly appointed staff/volunteers will complete the following training over an agreed period:

- Protecting children.
- Working effectively with children (including presentation skills, developing child friendly resources and activities).
- Any other identified training needs.

10. Probation

Newly appointed staff/volunteers will complete an agreed period of probation on commencement of their role.

11. Monitoring and Performance Appraisal

All staff in childcare positions 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.

All volunteers in childcare positions will be supervised.

REN 96 SWIM TEAM



RETENTION & SELECTION PROCEDURE

Procedure

No. REN/P/005
Issue No. 02
Date: 01/05/11
Page No. 4 of 4

12. Retention of Staff and Volunteers

REN 96 Swim Team recognises the contribution of all staff and volunteers to achieving the aims of the Club and will ensure that measures are in place to support the retention of staff and volunteers.

Club Contact Details

Club Office: Johnstone Swimming Pool, Ludovic Square, Johnstone PA5 8EE
Telephone: 01505 337000
Email: ren96@btconnect.com
Website: www.ren96.com

Affiliated to Scottish Amateur Swimming Association and supported by Renfrewshire and East Renfrewshire Councils.

The Scottish Amateur Swimming Association, National Swimming Academy, University of Stirling, Stirling FK9 4LA

Telephone: 01786 466520
Email: info@scottishswimming.com
Website: www.scottishswimming.com