

## Recruitment Policy

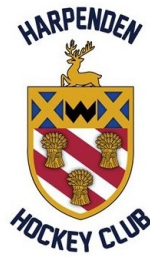
As good practice, and to prevent unsuitable people from working within hockey, Harpenden Hockey Club (HHC) will take all reasonable steps to ensure that all individuals acting on its behalf, either paid or unpaid, are appropriate and able to do so. This will help to:

- Protect all members of the club, and in doing so protect the club itself.
- Ensure that the club offers opportunities for people to play hockey in a safe and enjoyable environment.
- Demonstrate the club's commitment to protecting its members to potential new members and, in the case of young people, their parents.
- Deter the small minority of people who are unsuitable to work with young people from using HHC as a means of gaining access to young people.
- Demonstrate to other potential partners (e.g. distributors of public funds, potential sponsors and local authorities) the club's commitment to safeguarding and protecting its members.
- Demonstrate a commitment to open, fair and consistent selection processes.

As required under the Protection of Children Act 1999, HHC treats all those who work with young people on its behalf as employees whether they are paid staff or volunteers.

### Principles

- A job description will exist for all roles within the club that are recruited for. This will list both the duties for the position and a person specification highlighting the skills and experience required.
- All roles being recruited for will be advertised both internally and externally.
- All adverts produced will include:
  - The aims of the club.
  - The job description as mentioned above.
  - Copies of, or links to, any of the club's policies relevant to the role.
  - Details of the DBS disclosures required for the role.
  - Details on how to apply for the role.
- All applicants for roles advertised will need to complete an application form. The candidate will be asked to provide:
  - Name, address and evidence of their right to work in the UK.
  - Confirmation of identity.
  - Details of any relevant experience, qualifications and training undertaken.
  - A signed agreement to abide by England Hockey's Code of Ethics and Behaviour and Safeguarding and Policy on Protecting Young People in Hockey. Failure to comply may result in disciplinary action and possible dismissal / exclusion from hockey.
- If the role involves working with young people, whether supervised or unsupervised, the applicant will be required to provide the names of two people (not relatives) who will be willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people. At least one of these referees should be work related, and also at least one should demonstrate previous involvement of



working with young people in a sporting environment.

- All applications received will be reviewed by a group of relevant club officials to identify a shortlist of applicants.
- The same group of club officials will then meet with the shortlisted applicants to give the club the opportunity to explore in greater detail the information gathered on the application form, and to help ensure the applicant's suitability for the role.
- If the role applied for involves coaching club members, the applicant may be asked to run a trial session to allow some of the club's members to assess the applicant as well.
- After meeting the shortlisted candidates, and the trial sessions if required, the club officials will agree on their preferred candidate.
- The two referees provided by the preferred candidate will be contacted and asked to provide their references.
- HHC will also substantiate any relevant qualifications mentioned as part of the application with the governing body that provides these.
- If the role requires this the preferred candidate will be asked to complete an Enhanced DBS Disclosure through England Hockey (see the HHC DBS Requirement Policy for details).
- If the relevant club officials agree that the references received are suitable, and the DBS Disclosure reveals no details of offences that would discount the applicant from fulfilling the role, the preferred applicant will be contacted to confirm the success of their application and their acceptance of the role.