**Recruitment, Selection & Retention of Persons Working with Young People**

**Good Practice Guidance**

Updated March 2022

Planning, advertising, and preparing for interview

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| Plan – decide on a job or role description |  |
| Advertise – locally and on relevant websites (tell candidate if DBS check is required) |  |
| Produce application form (template available online) |  |
| Prepare questions for interview |  |

Short listing and interview

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| 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 |  |

Appoint Successful Applicant

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| 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 (Enhanced Level with Child Barred List Check) |  |
| Contact England Hockey to check coaching qualifications / learning |  |

Introducing the applicant to the role

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| Induction – key things they need to know, including what to do if they have a concern |  |
| Period of mentoring and supervision |  |
| Ongoing training and education on safeguarding or any other relevant topic |  |
| Signpost to other relevant training courses i.e. Sports Coach UK Safeguarding and Protecting Children in Sport workshop |  |
| Regular review of performance |  |