



## Safer Recruitment and Selection Procedures

This briefing outlines the key steps that you can take to ensure safe recruitment processes are as robust as possible.

On the whole most of the people who want to work with children or vulnerable groups are well motivated and equine sports rely on well-motivated staff and volunteers without whom most clubs, schools, events and activities would not exist. However, it is important that the individual has the right skills, knowledge and attitude for the role and some individuals may not be suitable to work with children for various reasons. Safe recruitment and selection procedures will help to ensure a safe workforce by screening and therefore deterring such unsuitable individuals.

Anyone undertaking a role that involves contact with or responsibility for children or vulnerable groups should be taken through a safer recruitment process.

Having effective recruitment and selection procedures in place is of benefit to everyone involved in equine sports:

- Staff and volunteers have clearly defined roles and responsibilities
- Parents/carers are assured that measures are taken to only recruited suitable work with children
- Children can take part in their sport knowing that the people that are supporting them are deemed suitable.
- Organisations reduce the risk to their reputation.

The same procedures should be adopted whether staff are paid or unpaid and full or part-time.

Key safe recruitment steps for each post:

### Job/Role Advert

- Create an advert and then promote paid or volunteer roles to demonstrate an open recruitment process
- Indicate that the post will involve working with children or other vulnerable groups and, if appropriate, a criminal record check\* will be undertaken.
- The advert should state that there will be a probationary period and give details about this.

### Job Role/Job Description

- Having a clean job or role description that details the full range of tasks and duties that will be involved.

\*A criminal records check may be undertaken using any of the following organisations – Disclosure and Barring Scheme - DBS (formally CRB) (England & Wales), AccessNI (Northern Ireland), Disclosure Scotland (Scotland) or Garda Central Vetting Unit (Republic of Ireland). Note that the Garda Central Vetting Unit will only disclose conviction information. Guidance about which roles or posts are eligible for a criminal records check can be found at the relevant organisation's website.

## **Person Specification**

- Write a person specification that describes the type of skills, experience and attributes required for this role e.g. specific experience, sports or other qualifications and any other requirements such as effective communication with children.

## **Application form**

- Use an application form to gather relevant information about each applicant that requires specific written references
- A copy should be retained by the local club/centre etc.
- The form should include a section allowing the potential candidate to self-declare relevant convictions and give consent for a criminal record check to be undertaken.

## **Interview**

- Any candidates should be interviewed and any necessary qualifications or experience should be verified.
- If the candidates are successful, this decisions should be agreed
- The successful candidate should be given a full induction to the role including safeguarding policies and procedures, signing up to the code of conduct and necessary training.