

## WORKSTREAM 7 – Safe recruitment

### Action 1: define job profiles and procedures for recruitment

When, as a sports club, you want to recruit new staff and volunteers, it is important to think about exactly what profiles you are looking for and what steps someone needs to take to be hired (for both paid and unpaid positions). By communicating clearly in advance about the expectations related to the role and corresponding responsibilities, you provide structure and a framework for new staff and volunteers. This starts when you post your vacancy and continues to apply during the job interview and induction process when a new staff member or volunteer starts.

#### Tips for posting your vacancy

- Communicate what the club stands for: what are your values and what way of working do you want to promote?
- Provide a clear job description with all tasks, duties and responsibilities that the role entails.
- Describe as clearly as possible the profile you are looking for this role: what skills, education, character traits are an asset?
- Include the additional requirements of the club when it comes to working with children: Criminal record check, written references from previous clubs, a signed statement on honour about working with children.

#### Tips for the job interview

- Within the club, make sure that recruitment of new people is done by at least two people, preferably with different backgrounds or positions in the club (e.g. a board member and a coach).
- Does someone have periods of inactivity on their CV? Then be sure to ask the reasons for this.
- Check someone's identity and ask to present official diplomas or certificates of training courses someone has attended.
- Check whether someone can and will effectively comply with the safeguarding policy. Explain again clearly what values your club has and how you want to present yourself to the outside world.
- Look at someone's attitude to power, authority and discipline. You can present a situation in the club to the person and ask how they would react in such a situation.
- If someone applies for a position to work with children: question someone's motivation, past experiences and way of working with children.
- Are you keen to hire the person, and will they work with children? Then ask for additional items first. Examples include criminal background check, written references from previous organisations where someone worked with children, a signed statement on honour about working with children.

## Tips for the induction process

- Provide an induction process at the club and apply it to every new staff member and volunteer:
  - Provide information on the safeguarding policy (who is the SO, educational sessions, certain guidelines, etc.) and general club operations via, for example, an information brochure.
  - Go over the code of conduct and have them sign it.
  - Make them a member of the club.
  - Provide information on their role and responsibility within the club.
  - Provide a contact person they can reach for questions (you can also work with a mentor).
  - Does someone not have much experience yet? Have someone catch up with an experienced coach or volunteer.
- Check together whether there are any educational needs in connection with safeguarding and agree on the time frame within which someone can follow a refresher course or training.
- After the start, regularly monitor how things are going and whether everything is clear.
- Provide a trial period (usually six months) during which the person is monitored and ask for feedback from colleagues, parents and children.
- Schedule an evaluation meeting after a few weeks.