

WORKSTREAM 7 – Safe recruitment

Action 2: include background checks in your recruitment method

When looking to hire a new staff member or volunteer, it is advisable to check their professional background (paid and unpaid). Especially if someone will be working with children or vulnerable people, you want to be able to rule out the possibility that someone may have exhibited behaviour in the past that was not OK and may pose a safety risk to the club.

Below, we provide a number of actions you can adopt as part of the recruitment process. It is best to combine several measures to minimise the risk of hiring someone with wrong intentions.

Verify content of the candidate’s curriculum vitae

To the extent possible, try to check relevant information on the candidate’s CV in advance to ensure it is correct. Make sure you can confirm the person’s ID. If they mention certain training: ask for a copy of the diploma or certificate.

Criminal background checks

Check the criminal record of candidates who will be working in your club. That way, you already rule out the possibility that someone has already been convicted of sexual or other offences against minors at that time.

Declaration on honour “working with minors”

You can provide space within the recruitment process to self-declare any relevant convictions or ongoing investigations to the club. This can also be part of the code of conduct they sign by adding a sentence: “I declare that I will inform the club immediately if I am the subject of a disciplinary or judicial investigation or if I am convicted of criminal or disciplinary offences”.

Written references

It is advisable to request at least two written references from other organisations where the candidate has worked with children, including from his/her last employer and/or club. It is a good idea to contact these references via telephone in order to confirm they provided references, and give them the opportunity to raise any concerns. Below are some guiding questions:

- Has X been employed by your organisation in the past?
- What was your relationship to the candidate?
- How long has the person been employed at your organisation?
- What did his/her work consist of?
- Would you hire the person again?
- Did he/she always show irreproachable behaviour within your organisation?
- If it turns out that the candidate is not of impeccable conduct, what can you say or not say?