



## Governance policy for **Safe Recruitment**

This policy outlines Scottish Hockey's standards for the ethical and secure hiring of the club workforce



*Policy Owner: Safe Sport*

*Policy approved by:*

*Date Policy approved:*

*Next review Date:*

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## **Section 1:** Safe Recruitment Policy

## Introduction

Scottish Hockey is the national body for field hockey in Scotland, promoting the sport through values of respect, integrity, teamwork, and ambition. It is committed to creating a safe, inclusive environment for all, with strong safeguarding policies to protect its community across the hockey community.

Scottish Hockey acknowledges that safeguarding is a collective responsibility, encompassing both paid staff and volunteers. As an organisation, we are dedicated to not only developing robust policies and procedures but also to providing essential information, guidance, and training opportunities. This ensures that those working with vulnerable groups adhere to best practices, ensuring the safety of every child, young person, protected adult, coach, and official.

While the majority of our coaches, officials, and helpers are committed and dedicated individuals motivated by commendable reasons, it is crucial to take all reasonable steps to prevent unsuitable or inappropriately motivated individuals from working with vulnerable groups. Therefore, the following procedures must be consistently adopted and applied when appointing individuals, whether in a voluntary or paid capacity.

## Responsibilities

Scottish Hockey is committed to safeguarding all participants in hockey activities and promoting the highest standards of care. To effectively implement this policy, all hockey providers must collaborate, ensuring the safe recruitment of individuals joining clubs registered with Scottish Hockey, whether in a volunteer or paid capacity.

It is essential to note that clubs employing paid staff must provide a contract of employment. Additionally, separate disciplinary procedures should be established. Guidance and templates are available to assist clubs in these areas.

### **Scottish Hockey will:**

- Develop and implement robust procedures, support, and guidance to safeguard all participants.
- Ensure everyone understands their roles and responsibilities regarding safe recruitment.
- Provide training, support, and guidance to safeguarding officers (SOs) and clubs.
- Adopt best practices in the recruitment and training of employees and volunteers.
- Ensure all individuals working in regulated roles with children and young people, including chaperones on trips, obtain a PVG Disclosure through Scottish Hockey.
- Initiate conduct in sport proceedings when necessary.
- Monitor the operation of this policy.

### **The Club will:**

- Follow the guidelines and procedures outlined in this policy.
- Ensure that everyone joining the club in a regulated role is recruited safely and, in accordance with this policy, obtains a PVG Disclosure through Scottish Hockey if required.
- Complete a self-declaration and access relevant safeguarding training through Scottish Hockey.
- Support the safeguarding officer in carrying out their duties.
- Implement any recommendations from Scottish Hockey regarding safe recruitment.

# Safe Recruitment Procedure

## Advertising

When advertising to recruit staff or volunteers, ensure the following information is included:

- The aims of the organisation
- The responsibilities of the role
- The level of experience or qualifications required, especially if experience working with children, young people, and/or vulnerable adults is necessary
- The club or organisation's open and positive approach to safeguarding
- The use of PVG disclosures as part of the recruitment process

## Pre-application information

Anyone interested in the job or role should receive an application form, along with a job description and person specification that clearly outlines the required qualifications and experience.

## Application Forms

All potential staff and volunteers considered for regulated roles must complete both an application form and a self-declaration form. These forms are designed to gather information about the applicant's past career, including any gaps in involvement or employment, as well as relevant experience, qualifications, and training.

Applicants should be informed that failure to adhere to the relevant codes of conduct can result in disciplinary action by the club and/or Scottish Hockey under the Discipline and Appeals Policy, potentially leading to dismissal or exclusion.

## Qualifications

Request to see all relevant coaching certificates. If needed, you can request confirmation on organisation-headed paper from Scottish Hockey regarding the relevance and level of the candidate's stated coaching qualifications.

## Interviews

It is best practice for organisations to utilise an interview process for the recruitment of volunteers. Simple, informal interviews to assess the applicant and attempt to verify all information given can be held for voluntary posts. These could be included within the induction process. Employment Law governs recruitment processes for paid positions.

## Referees

It is best practice for clubs to utilise the reference forms for the recruitment of volunteers. References from at least two people (not relatives) who have known the applicant for at least 2 years and who are able to comment confidentially on the person's previous work with children and any former involvement in sport.

## **PVG Scheme Membership**

A PVG Scheme application is required for all roles where the individual meets the criteria of regulated work. These checks are free for volunteers. Pricing is available on the Disclosure Scotland website.

## **Induction**

An induction procedure for all new starts is recommended. New starts will then be made aware of the relevant policies and able to sign the appropriate Codes of Conduct and membership requirements. A period of probation is advisable. Probation can also be used if you implement all areas of the recruitment process and are awaiting the results of a PVG Application.

## **Training**

The Child Wellbeing & Protection in Sport (CWPS) workshop should be completed by all volunteers and staff in a regulated role.

All volunteers and staff involved in an Affiliated Club must be linked to the club with Scottish Hockey and either be Scottish Hockey members or Club Associates.

Clubs that deploy individuals to regulated work in their club without them being suitably registered with Scottish Hockey and/or having the appropriate PVG in place are in breach of the affiliation agreement and may face sanctions by Scottish Hockey.

A club failing to ensure that all volunteers that assist a club, no matter how irregularly, are linked and appropriately registered will be deemed to be operating outside the Affiliation remit. Insurance cover for the club may be affected.



## Protecting Vulnerable Groups (PVG)

As part of this policy and Scottish Hockey's effective risk reduction procedures, it is mandatory to carry out disclosure checks (through Scottish Hockey) on individuals performing in a regulated role, whether they are volunteers or paid staff.

Clubs should request PVG applications through Scottish Hockey via the PVG Scheme webpage and complete the steps according to the provided guidance.

### PVG Record

There are two types of PVG Scheme application available: the PVG Scheme Record and the Existing Scheme Record. The type of disclosure required depends on whether the individual is already a member of the scheme for regulated work.

A PVG record shows if an applicant has any unspent convictions, certain spent convictions, unspent cautions, and if they are on the barred lists for working with children or protected adults. Depending on the level of disclosure, it can also include other police-held information relevant to suitability for regulated work.

If a PVG disclosure indicates that the applicant is barred from working with children, they will be disqualified from holding a regulated role with children in a Scottish Hockey registered club, whether paid or voluntary.

If a PVG disclosure shows that the applicant is being 'considered for listing,' they will be disqualified from working in a regulated role with children within a Scottish Hockey registered club until the disclosed information is discussed and assessed for its relevance to the position applied for.

Under no circumstances should clubs allow an individual to work in a regulated role until the safe recruitment procedures are completed and a clear PVG disclosure is received by Scottish Hockey.

The main positions identified by Disclosure Scotland for Scottish Hockey as regulated work, requiring a PVG disclosure, include:

- **Safeguarding Officer**
- **Coach** (inc. Head Coach, Youth Coach, Assistant Coach)
- **Team Manager**
- **Team Captain**
- **Committee Member** (inc. treasurer, secretary, social media convenor)
- **Board of Trustee Director** (inc. Chair, Co-opted Member)
- **Member of Staff** (inc. Development Officer, Club Manager, Director of Hockey)
- **Youth Leader**
- **Helper** (inc. Parent Helper, Chaperone, Ball Patrol Manager, Steward, and Event Volunteers)
- **Activity Coordinator** (inc. Walking Hockey Coordinator, Disability Hockey Coordinator, Social Hockey Coordinator, Back to Hockey Coordinator)

- **Physio**
- **First Aider**

Scottish Hockey also recommends that anyone with managerial responsibility for individuals in these positions should complete a PVG application.

## **Self-Declaration**

Scottish Hockey requires a self-declaration to initiate a disclosure check, specifically the Protection of Vulnerable Groups (PVG) scheme, which helps fulfil their duty to provide a safe environment for children and vulnerable people. This self-declaration form acts as the initial step for individuals applying to work or volunteer in roles involving children or vulnerable adults, helping Scottish Hockey ensure the suitability of those in sensitive positions.

### **Purpose of the Self-Declaration**

Safeguarding:

The primary reason for the self-declaration is to support Scottish Hockey's commitment to the welfare and protection of children and vulnerable people.

### **Duty of Care:**

It helps Scottish Hockey fulfil its duty to ensure the suitability of individuals who work with children and vulnerable adults, making sure they are not known to have relevant past issues.

### **Initial Step for Disclosure:**

The self-declaration is the first step in applying for a PVG scheme membership. It gathers essential initial information before the formal disclosure check by Disclosure Scotland

## Recording and Information Sharing

All sports organisation must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

### **Secure Handling, Use, Storage, Retention and Destruction of Disclosure Information**

Scottish Hockey's Policy outlines its commitment to the secure handling, use, storage, retention, and destruction of disclosure information in compliance with relevant legislation, including the Police Act 1997, the Protection of Vulnerable Groups (Scotland) Act 2007, and the Data Protection Act 2018.

### **Key Principles**

Disclosure information is used solely for the purpose for which it was requested.

It is not shared with third parties unless the individual has given written consent and understands the reason for sharing.

Disclosure information is only accessible to authorised personnel and must not be disclosed to unauthorised individuals, as this constitutes a criminal offence.

### **Secure Storage and Access**

Disclosure information is not stored in personnel files. It is kept in secure, password-protected, non-portable storage, with access restricted to named authorised individuals.

### **Retention and Record-Keeping**

Disclosure information is retained only as long as necessary:

For the 1997 Act: until the relevant decision is made and any disputes resolved.

For the 2007 Act: until the individual ceases regulated work with the organisation.

No paper or electronic copies of the disclosure result are retained.

A record is kept, including the date of issue, the individual's name, disclosure type, purpose, reference number, PVG number, and decision outcome.

### **Secure Disposal**

Disclosure information is destroyed securely (e.g., shredding, erasing).

It is never stored in insecure containers prior to disposal.

### **Umbrella Body Responsibilities**

If acting as an Umbrella Body, Scottish Hockey ensures that partner organisations comply with all relevant legislation and this policy.

It provides guidance or a model policy to any organisation lacking a suitable disclosure handling policy.

## Section 2: Contacts

## Further Information and Useful Contacts

Policies, procedures and supporting information are available on the Scottish Hockey website: [www.scottish-hockey.org.uk/safe](http://www.scottish-hockey.org.uk/safe)

### Safeguarding Lead:

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