

P.7 – Recruitment and Selection of Staff (paid and volunteers).

**Purpose;**

To provide a robust recruitment and selection process to recruit individuals who share and promote TTW values and approach to safeguarding and protecting children.

Any advertising/information displayed or given to potential volunteers/staff should make specific reference to safeguarding and protecting children and highlight that TTW requires any person filling a role defined as Regulated Activity to complete an Enhanced DBS disclosure.

**Planning**

The first stage of any recruitment process involves planning. A profile should be drawn up which highlights the main areas of an identified role. A decision on the skills and experience needed to fulfil the requirements of the role also needs to be made and a 'person specification' developed.

**Application Forms**

Application forms should be used to collect information on each applicant. More than one person should look at the application form(s) to ensure a fair and equitable scrutiny is completed. These should be stored and retained in a consistent way and in line with Practice procedure 4.

**Interview/meeting**

It is highly recommended to meet with all applicants prior to any recruitment decisions being made and that more than one official is present. The meeting/interview will enable the exploration of information provided in the application form in further detail. Identification documents should be seen to confirm the identity of the applicant (e.g. passport or driving licence). Questions to ask the applicant should be prepared in advance and ensure the applicant has an opportunity to recount previous experiences and give examples of how they have handled, or would handle, situations. Although it is important to gain information about an applicant's relevant technical capabilities, it is also necessary to explore attitudes and commitment to child safeguarding. Listed below are sample questions which could help discover this information:

- Tell us about your previous experiences of working with children.
- Give the applicant a child-related scenario, such as: "It is a winter evening, the training session has finished and a parent has not arrived". Then ask the applicant what they would do in this situation.
- If the application is for a coaching role, check that they are in possession of a current coach licence.

## **Table Tennis Wales Coach Licence Scheme**

**TTW coach licence is issued to any member of TTW who is a UKCC qualified coach and who satisfies the requirements of safeguarding and first aid qualifications and current DBS.**

**It does not in anyway form the basis of a recommendation for employment or negate the need for the employing organisation to check the status of the DBS held by the licence holder.**

### **Vetting process including DBS checks**

The vetting process is very important in determining if someone is suitable to work with children.

Safe recruitment for positions involving working with children is to seek at least two references from individuals not related to the applicant. One reference should be associated with the applicants place of work and if possible one that demonstrates the individuals previous involvement in sport, ideally table tennis

### **DBS Checks**

Any member of staff/volunteer undertaking Regulated Activity must have a DBS check – see Diagram 1 for definition of Regulated Activity.

For a member of staff/volunteer at any TTW affiliated club/league initial applications for DBS checks should be co-ordinated by a Club/League Safeguarding Officer. Clubs/leagues must recognise and inform individuals that completing a TTW Individual DBS Check Form is the first stage of the vetting process.

Club/League Safeguarding Officers should complete the TTW DBS request form after assessing that the role is Regulated Activity (Diagram 1) and forward this via email to the National Safeguarding Officer. If an applicant claims to be vetted the club/league should seek confirmation from the National Safeguarding Officer via email; [childprotection@ttaw.co.uk](mailto:childprotection@ttaw.co.uk)

If a DBS check is for a member of staff/volunteer at National Governing Body level then the initial request should be processed by the National Safeguarding Officer. The NSO must inform the individual that completing a request for a DBS check is the first stage of TTW vetting process.

### *The DBS Online Update Service*

Registration with the DBS Online Update service will be automatically activated with all DBS requests.

TTW will use the online service in the future to renew checks where individuals have registered for this service. The rationale behind this service is two fold;

- It allows individuals to only apply for the DBS certificate once
- It allows TTW to simply check online if there have been any changes (offences, cautions etc.) since the certificate was issued.

TTW plans to use this service for 3 year review vetting checks for individuals who have not changed role (although they may have changed club/league). The details of how this will be done will be issued in due course.

### **TTW DBS process**

TTW Individual DBS Check form is received by the NSO who commences a formal DBS application.

- NSO identifies a verifier who will be responsible for checking documents to confirm the applicants details and inform NSO that they are acceptable.
- Once the NSO has commenced the request the applicant will receive an email notification that they must complete their part of the application form online.
- Only the applicant receives a copy of the certificate. The NSO will be alerted if there is any information on the certificate BUT NOT of the specific offences.
- The NSO will inform the requesting TTW Designated Safeguarding Officer and the applicant they are able to commence their role or if further consideration is needed because of information contained on DBS certificate.
- For all TTW DBS checks that contain information this will be managed inline with this practice procedure.

### **Process for assessment of information on DBS certificate**

TTW National Safeguarding Officer is not allowed to tell the club/league, region or NGB about the actual offending history (unless it needs to share information to safeguard children), so applicants are assured of confidentiality. TTW National Safeguarding Officer will, however, tell the club/league, region or NGB whether or not the person is considered suitable to work with children after completing the assessment of the information.

Volunteers and staff in table tennis need to be assured that TTW will take into account The Rehabilitation of Offenders Act 1974 and only consider offences relevant to the care, supervision and training of children. They will use the Guidance (from March 2014) on the Rehabilitation of Offenders Act which states the following;

*What should I consider when employing ex-offenders?*

Each employer is best placed to consider whether a person's convictions (either before they have become spent, or, in the case of activities listed on the Exceptions Order, when they are spent) make him or her unsuitable for a particular job. But it is important you should reach a balanced judgement, having regard to such factors as;

- The person's age at the time of the offence.
- How long ago the offence took place.
- Whether it was an isolated offence or part of a pattern of offending
- The nature of the offence.
- Its relevance to the post or position in question.
- What else is known about the person's conduct before and since the offence.

This will be done following the Case Management Procedure as detailed in Practice Procedure 1, Diagram 2.

### **Post recruitment**

It is important that once a new member of staff whether paid or volunteer has been recruited that;

- A contract is signed between them and TTW or affiliated club/league which includes a confidentiality clause.
- Their name is included on the member of staff approved list of TTW or affiliated club/league that they will be undertaking activities at the request or direction of.
- They are made aware of, and sign up to, TTW Safeguarding and Protecting Children Policy and Practice procedures.
- Training needs are established and action taken to put these into place.

Ideally a period of supervision/observation or mentoring should be offered to support the new member of staff.

Diagram 1 – How to Determine Which Roles are “Regulated Activity” with Children in Table Tennis.

1. Does the role involve carrying out any of the following activities;
  - Teaching, training, instructing, caring for or supervising children?
  - Providing guidance and advice on well-being for children?
  - Driving a vehicle only for children?
2. Does it happen;
  - Frequently – once a week or more?

OR

  - Intensively – on 4 or more days in a 30 day period or overnight?
3. Is the individual carrying out any of the activities UNSUPERVISED.
  - Supervised means that another individual who is deemed to be carrying out “Regulated Activity” and who has been vetted themselves can see and hear the interactions between the individual and the child/ren at all times. Supervision must be continuous at all sessions.

If the answer to 1 + 2 + 3 = YES this = Regulated Activity

This role is eligible for and must be subject to a  
DBS check.

All DBS are processed via National Safeguarding Officer.  
Initial contact should be via email to  
[childprotection@ttaw.co.uk](mailto:childprotection@ttaw.co.uk)



