

Recruitment Policy

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1. Introduction

This policy outlines:

- British Wrestling's guidelines to clubs and associations on the recruitment and selection of volunteers
- British Wrestling's approach to employee recruitment and selection
- Roles and responsibilities
- The need to provide equality of opportunity to all interested in applying for roles whilst increasing the diversity of the people involved in such roles
- Processes required to support British Wrestling's approach

The British Wrestling Association Ltd (BWA) recognises that its success depends upon the calibre of its volunteers and employees. The BWA's Training and Education programmes are being developed to support volunteers and employees to reach their potential as far as this is possible within the objectives of the organisation, to the mutual benefit of the individual, the BWA and wrestling in the wider sense.

The BWA is a governing body that is aware of its responsibilities regarding equality and diversity and any recruitment and appointments will be delivered in line with the BWA's Equality Policy.

Within this document, the term "manager" is taken to mean any employee or Council/Committee/Club member who may be included in the selection process. The term "line manager" denotes a person (who may be an employee) who has direct responsibility for the management of any number of volunteers or employees.

2. Policy Statement

It is the aim of the BWA to obtain enough qualified and/or experienced personnel to meet the changing needs of wrestling with a clear commitment to achieving acceptable service standards. In operating this policy the appointing person or group of persons will:

- Ensure applicants for unpaid or paid roles are treated equally, irrespective of the nature of a role or its position in wrestling.

- Ensure the appointed person is the best candidate that can be recruited to a specific role as advertised.

Either directly or through its association and clubs, the BWA will attempt by means of efficient and effective recruitment and selection procedures, to identify the most suitable people available and enable them to achieve role satisfaction, to offer good working conditions, security and opportunities for role and personal development.

3. Recruitment of Volunteers

4 Safe Recruitment

It is our belief that, within the wrestling community, all coaches, tutors, event officials, volunteers are committed, dedicated people who are motivated to work within the sport for commendable reasons. However, it is important that all reasonable steps are taken to ensure that unsuitable people or people with inappropriate motivation are prevented from working with young people. Good practice requires that supervision is available at all times to people working with children or vulnerable adults. The following procedures should be adopted and applied consistently when appointing a coach, tutor, official or volunteer in either a voluntary or paid capacity. Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees (for the purposes of this Act) whether working in a paid or voluntary capacity.

5 Advertising

When any form of advertising is used to recruit staff or volunteers, the following information should be reflected:

- Aims of the club/association or 'employer' and where appropriate, the particular programme involved;
- Key responsibilities of the role;
- Level of experience or qualifications required, particularly if experience of working with young people is an advantage;
- The club/association or 'employer's' open and positive stance on equality of opportunity and diversity of 'workforce';
- The club/association or 'employer's' open and positive stance on child welfare and the use of Enhanced Disclosures as part of the recruitment and selection process.

6 Pre-Application Information

Pre-application information sent to interested or potential applicants should include:

- A job description, including roles and responsibilities;
- A person specification which clearly states qualifications and experience required;
- A self-disclosure form (BWA Safeguarding Policy).

7 Applications

All applicants, whether for paid or voluntary positions should apply for the position advertised by providing a CV.

Contact details of two written referees (not relatives, partners or similarly close associates) should be provided, one of which should be a representative of a previous employer or club. Referees must be willing to provide written comment on the individual's experience and suitability to work with young people. References must be taken up when the position has been offered to the applicant.

8 Short-listing

A short-list will be made for each post in accordance with the submitted CV and the relevant person specification. In the interests of efficiency, self-disclosure forms must (see 3.3. above) be completed by all short-listed candidates. This will allow for questioning of short-listed candidates about their 'disclosure' prior to any offer of employment being made.

It is important that any 'gaps' in employment identified by careful examination of a CV are investigated. Similar gaps may be evident in a person's résumé of work whether it is of a paid or unpaid nature and should also be investigated.

9 Interviews

A formal interview is always required for positions involving working with young people. The interview should be carried out according to acceptable protocol and recommendations¹.

¹ Good advice on general recruitment, interview techniques, and good practice is contained in the Running Sport publication 'Employment Matters' and the sports coach UK publication 'Investing in Coaches - A Guide to Local Coaching Development' (both available from Coachwise Ltd. on 0113 2311310).

10 Disclosures

All those with significant access to or responsibility for young people will be required to complete an Enhanced Disclosure. All those with occasional access to young people i.e. all Club volunteers and employees who have not been required to complete an Enhanced Disclosure will be required to complete a self-disclosure form (BWA Safeguarding Policy – Template One) and be subject to the BWA's Recruitment Process. The Enhanced Disclosure and the self-disclosure form must be completed once every three years.

If you are unsure as to which employees (paid or voluntary) require a satisfactory Enhanced Disclosure contact the BWA's Lead Safeguarding Officer.

If you have any concerns regarding information received on a self-disclosure form, contact the BWA Lead Safeguarding Officer.

11 Appointment

The successful applicant should be issued with an offer letter. It should specify full details and requirement of the position and any probation period if appropriate. The applicant should be informed that the appointment is subject to a satisfactory Enhanced Disclosure/Self-Disclosure form and two satisfactory references. An individual may be allowed to commence his or her duties (at the employer's discretion) but care should be taken to ensure that a senior member of staff is present whenever there is the possibility of contact with young people or vulnerable adults.

All employees, paid and voluntary, will undergo a formal induction in which:

- Their qualifications as a Coach/Official are substantiated through the BWA
- They complete a profile to identify training needs/aspirations;
- They are reminded that they have agreed to abide by the BWA's Code of Ethics and Conduct (Appendix C), and they may face disciplinary action if there is an allegation that the Code has been broken;
- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal setting exercise);
- The BWA's Safeguarding Policy and Procedures are explained, Induction Policy 'Paper Trail' completed and training needs established;
- If practicable, the new recruit should be mentored by an experienced person.

12 Training

Checks are only part of the process to protect young people and vulnerable adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

The BWA will provide training opportunities for people involved/working with young people and vulnerable adults, details of which will be communicated throughout the sport and updated periodically.

13 Monitoring and Appraisal

At regular intervals (or following a particular programme) all volunteers, employees and other workers should be given the opportunity to give and receive feedback (e.g. through a discussion or appraisal), to identify training needs and set new goals. All associations, clubs or groups should be sensitive to any concerns about poor practice or abuse and act on them at an early stage following the guidelines in this document. The BWA will offer appropriate support, through liaison with the BWA's Lead Safeguarding Officer, to those who report concerns/complaints.