BRITISH WRESTLING

RECRUITMENT GUIDANCE

This guidance applies to paid staff and volunteers. All clubs must ensure new staff go through an appropriate vetting process prior to appointment to establish their suitability to work with wrestlers.

British Wrestling acknowledges almost all people wanting to work in wrestling are doing so with the best of intentions. However, it is evident some unsuitable people will seek to work in sports organisations. The more robust your policy and procedures, the less likely it is that someone with ill-intent will seek to work with you; and if they do apply to work in your club, your sound recruitment practice will help in preventing them to do so.

RECRUITMENT

As a minimum requirement, you must follow these **12 steps** when recruiting anyone to work or volunteer at your club.

British Wrestling recognises it has a responsibility to safeguard children and adults participating in wrestling by providing a safe and enjoyable environment. Your club has a moral, and a **legal obligation**, to follow good practice when recruiting and reasonable steps must be taken to ensure unsuitable people are prevented from working with children and adults at risk.

British Wrestling requires all affiliated clubs and organisations to go through an appropriate vetting process prior to appointing new staff to work with children to establish their suitability to work with them.

THE 12 STEPS

1

RECRUITMENT POLICY

Your club should have a simple recruitment policy to show the club's commitment to safe and fair recruitment.

2

PLANNING YOUR RECRUITMENT

Clubs should draw up a list of roles they need within their club. For each role, a role description including the necessary and desirable skills and experience required to fulfil the role should be listed.

3

APPLICATION FORM

An application form should be drawn up to collect the information required.

4

ADVERTISING THE ROLE

Depending on the role, you might advertise it locally, on your notice board, on your website or to a wider audience. In practice, applicants may approach the club asking if they can volunteer. Make sure you mention in adverts you follow safer recruitment practice and that a DBS and references will be required if the role involves working with children.

5

SHORTLISTING

If you are advertising a paid role, you will need to go through a fair and equitable shortlisting process. If applicants have volunteered the same process may be required, or you may only have one applicant for the role.

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INTERVIEW (A) OR MEETING (B)

a) **Interview** – If there is competition for one role, a panel should be appointed, questions agreed, and applicants invited to a formal interview process

b) **Meeting** – Most volunteer roles at clubs will not attract multiple applicants!

You must still ensure however that a meeting takes place before appointment to help inform the recruitment decision. Ideally at least two people should meet the person. At this stage, it should be possible to confirm the information the applicant has given on the application form. Questions can be asked about how they would handle a certain situation? What experience have they had of something? For example:

- Tell us about your previous experiences of working with children.
- It is 8pm and the training session has finished and a child has not been picked up. What would you do?
- Have you ever been refused work with children?
- Is there anything we should know that could affect your suitability to work with children?

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REFERENCES

It is really important that 2 references are taken up – even if the person is known to your club. One should be a professional reference (e.g. from their current job, or if no longer working, their last job) and the other could be from the CWO of the applicant's last club or other volunteering role. The referee must not be related to the applicant and must have known them for at least 2 years. You might find out they did not adhere to club rules, or did not operate with a child centred approach. Either send a letter including a statement that the person will be working with children, or a reference request form and make sure you can verify the reply has been sent by the correct person. This can be more difficult if using an e mail address. If they complain that the process is too onerous, remind them you follow safer recruitment practice and consider whether they are suitable for a role with children.

It is against the law for employers (e.g. your Club) to employ someone, or allow them to volunteer or work with children in Regulated Activity if you know they are barred from doing so.

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DBS DISCLOSURE

British Wrestling has a mandatory list of roles that are required to have a criminal records check. Other roles within clubs can vary enormously and so a risk assessment should be carried out for them. All roles within wrestling that require an Enhanced disclosure with barred list check for working with children are considered "Regulated Activity" (RA), as in a wrestling environment it is not possible to supervise other workers closely. Further guidance can be sought from British Wrestling, if required. Record this information on your club DBS recording form. It is important you DBS check appropriately: You MUST do the correct check on anyone in RA – but it is against the law to do a DBS disclosure on someone not eligible (except Basic DBS disclosures).

The applicant should obtain a DBS (where required) before being allowed to start. This must be an enhanced disclosure, with barred list check for working with children. Please note Basic disclosures are NOT ACCEPTABLE for the work they are doing with you. Contact British Wrestling to verify the disclosure information is current and acceptable. British Wrestling will need the full name, date of birth and disclosure number.

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OTHER CHECKS

If recruiting a coach, check they have a DBS, a relevant coaching qualification, first aid and safeguarding certificates. If recruiting a CWO, they will need an SPC (or work based equivalent), DBS and need to attend the British Wrestling course. Other roles within your club may require other qualifications.

All background checks and qualification checks are carried out by British Wrestling via the membership portal. However, each Club must still carry out its own due diligence in relation to each appointment.

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RECRUITMENT DECISION

The CWO/appointed recruiter should collect all the information, confirm the identity of the applicant (via a photo drivers licence, or passport), check the references, ensure the DBS check (if applicable) is satisfactory, and look to see if there are any unexplained gaps in employment history before the employment decision is made. The decision should be made in consultation with those who interviewed the person. If you need to do a risk assessment as a result of information received, contact British Wrestling for advice and support. If you are employing someone from outside the EU you must also ensure they are entitled to work here (This includes if they are only volunteering at the club).

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INDUCTION AND SUPERVISION

Make sure the new staff member has an induction.

This should include reference to the club's policies on communication, transport, photographs, e-safety etc. They should be made aware of WrestleSafe and their requirement to abide by it. Make sure they know who the CWO is, and when they should contact them. They should know how to respond to a concern raised by a child or adult, and about the appropriate reporting procedures for concerns.

Talk to them about acceptable/unacceptable behaviours. Ask them to agree to and sign the relevant Code of Conduct. If they are entitled to free tea/coffee or snacks, make them aware of this. If the club reimburses out of pocket expenses, tell them how to claim. This is also an ideal time to establish if any other training is required. Appoint a mentor they can go to for advice and support for a period of time. Set a probationary or trial period (3 or 6 months) and ensure they are supervised to begin with.

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DISCIPLINARY PROCEDURE

If you have followed the guidance above, you are less likely to need to invoke your Disciplinary Procedure. However, it is important the club has one, so appropriate steps can be followed should the need arise.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

All individuals and clubs have a duty of care to ensure the safety and welfare of all children involved in their activities and to safeguard and protect them from reasonably foreseeable forms of harm.

Working Together to Safeguard Children, HM Government (2015).

RECRUITING NON-EU VOLUNTEERS AND COACHES TO WORK WITH CHILDREN

The employer (i.e. the club) is responsible for ensuring employees have the right to work within the UK, with a relevant visa, so you should ensure you comply with the UK Visas and

Immigration's requirements, when employing people from outside the EU. Clubs must also follow the guidelines above including references, DBS and where required, a Certificate of Good Conduct. British Wrestling will usually require a "Certificate of Good Conduct" from the country the person has lived in, whether this is inside or outside the EU, so you must contact British Wrestling and let them know.

BRITISH WRESTLING REQUIREMENTS

All affiliated clubs/organisations will:

- Ensure all staff and volunteers who are eligible are subject to a criminal record check.
- Ensure all staff and volunteers who are undertaking Regulated Activity are checked against the barred list for working with children and not allowed to commence work if they are barred.
- Ensure all coaches and child welfare officers undertake relevant child protection training.
- Ensure all staff and volunteers working with children are aware of good practice and bad practice and know what to do if they have a concern about a child, or about the behaviour of an adult towards a child.
- Ensure coaches and other staff know how to respond to a disclosure, how to record the information and reporting procedures.
- Ensure all coaches, instructors, trainee instructors and leaders have an up to date first aid qualification.

NB: The guidance above applies to all people applying for roles working with children. We recommend for roles not working with children you still follow the general principles of the guidance, but you will not be able to ask for a barred list check with your DBS disclosure, nor ask about unspent criminal convictions. Check with British Wrestling if you need further information.

Checklist when recruiting staff to work with children and young people.

This checklist applies to all posts, whether paid or unpaid, full or part time.

Your Club will:

- Have a recruitment policy which has been agreed by your club Committee.
- Have identified the roles required, and drawn up role descriptions for the different posts. e.g. Coaches, Instructors, Club Welfare Officers, Team Managers, Junior Supervisors etc.
- Have clearly defined the responsibilities of each post, and the skills, experience, attributes and/or qualifications required for each post (person specification).

For each post have you:

- Advertised the post? This could be on your website, through newsletters, adverts on your noticeboard, in local papers or maybe advertised more widely. Remember – if the post involves working with children you should also state on the advert a DBS check will be undertaken.
- Drawn up an application form?
- Applied for written references?
- Interviewed the applicant, or had a meeting with them?
- Carried out ID checking?
- Checked with British Wrestling that the applicant's DBS is valid for wrestling?
- Checked their other qualifications (if applicable) e.g. Coaching qualification, First Aid certificate, Safeguarding Certificate etc?
- Risk assessed their application if either the DBS or references raise concern? British Wrestling risk assesses all positive DBS disclosures undertaken by them. We have members of staff with training and experience to carry this out. If in doubt, please consult Safeguarding Lead or deputies.
- Carried out an Induction?
- Arranged for them to be mentored or supervised for 3 to 6 months?
- Given them a probationary period of 3 to 6 months?

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