

# Policy on Recruitment, Selection and Retention of Persons with Access to Young People



## Introduction

All adults who work with young people in hockey are in a position of trust which has been invested in them by parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position. As good practice, it is important that all reasonable steps are taken to ensure that all individuals with access to young people in hockey, whether in a paid or unpaid capacity, are suitable and appropriate. This can help to ensure that hockey offers opportunities for young people in a safe and enjoyable environment.

This policy should be read in conjunction with the good practice guidance on safe recruitment (pages 42–43) and the Policy on the use of Criminal Records Bureau (CRB) Disclosures (pages 10–11).

## The Hockey Family's obligations

Everyone within the Hockey Family must act in accordance with the general principles in the EHB's Safeguarding Young People Policy and the principles set out in this policy for recruitment and retention of persons with access to young people.

In addition, all affiliated clubs and associations must adopt and implement their own recruitment and retention policy in accordance with:

- ▶ The EHB's Policy on Safeguarding and Protecting Young People in Hockey (pages 6–7)
- ▶ The EHB's Policy on Recruitment, Selection and Retention of Persons with Access to Young People (pages 8–9)

- ▶ The EHB's Policy on the Use of CRB Disclosures (pages 10–11)
- ▶ the supporting good practice guidance in Section 3.

## How the EHB can help

The EHB is committed to supporting its affiliated clubs and associations to implement policies through the provision of appropriate access to education and training and supporting documentation.

The EHB is an Umbrella Body for CRB checks. This means that the EHB will facilitate CRB checks for all affiliated clubs and associations through the EHB CRB Service. The EHB will provide advice to clubs where the CRB check reveals adverse information, and this must be followed. Clubs and associations should note that they will remain responsible for all other aspects of the recruitment process.

The EHB is also committed to ensuring that concerns relating to the recruitment, selection and retention of persons with access to young people in hockey are taken seriously and acted upon swiftly and appropriately. To achieve this, the EHB has developed procedures for reporting concerns, set out at Section 2 of this document. The EHB may refer concerns to the relevant statutory agencies, instigate proceedings under its own Safeguarding and Protecting Young People Complaints and Disciplinary Regulations\* or refer the matter to a club or association for resolution as appropriate.

\* Document available online at [www.englishhockey.co.uk/safe](http://www.englishhockey.co.uk/safe)

## Principles and good practice

- ▶ Everyone within the Hockey Family, in particular clubs, associations and other organisations, should have an understanding of the importance of good practice in recruitment, selection and retention for safeguarding young people in hockey, and should know what the EHB's policy is on recruitment and retention.
- ▶ Staff and volunteers in the Hockey Family must be recruited, retained and fairly treated regardless of race, colour, ethnic or national origin, religion or belief, sex, marital status, sexual orientation, gender reassignment, age or disability.
- ▶ Staff and volunteers in the Hockey Family must not be discriminated against unfairly on the basis of a conviction or other information revealed on a CRB disclosure. The EHB has a Policy on the Recruitment of Ex-offenders\*, which is written in accordance with the Rehabilitation of Offenders Act 1974.
- ▶ Selection processes when recruiting to any position, whether paid or unpaid, must be open, fair and transparent.
- ▶ When recruiting to a position involving access to young people:
  - ▷ an enhanced CRB check must be undertaken through the EHB's CRB Service in accordance with the Policy on the use of CRB checks. The EHB will provide advice where the CRB check reveals disclosed information, and this must be followed
  - ▷ application forms must be used as part of the recruitment process
  - ▷ interviews or meetings must be held with applicants to assist in determining their suitability to work with young people
  - ▷ two references must be obtained before a position is offered to an applicant
  - ▷ applicants must demonstrate their right to work in the UK (paid positions only)
- ▷ see Policy on Use of CRB Disclosures (pages 10–11) and good practice guidance on safe recruitment (pages 42–43) for details
- ▶ All affiliated clubs and associations must carry out retrospective enhanced CRB checks (where not previously carried out) on individuals with access to young people in accordance with the policy on the use of CRB checks. For guidance on roles that require an Enhanced check please refer to the good practice guidance on safe recruitment (pages 42–43) provided by the EHB.
- ▶ Clubs and associations must not engage any individual, either paid or unpaid, in contradiction of any sanctions imposed by the EHB against that individual under the Safeguarding and Protecting Young People Complaints and Disciplinary Regulations\*.
- ▶ All positions, whether paid or unpaid, must have a role description to ensure clarity of responsibilities for all parties.
- ▶ Organisations appointing to positions with access to young people in hockey must be committed to providing support through access to appropriate training and other opportunities.

