



SAFE RECRUITMENT PROCESS

Safeguarding Guidance Document

All target shooting clubs have a variety of volunteers and staff who assist with the overall running of the Club. Whilst it is vital to keep the issues of wellbeing & protection in proportion, Scottish Target Shooting would like every Club to adopt some basic procedures that will help safeguard all concerned.

The Recruitment and Selection of Volunteers and Staff

Abusers of children tend to gravitate to situations where little vetting or checking takes place. It is impossible to know who could abuse children. Therefore, it is important that all reasonable steps be taken to ensure unsuitable people are prevented from working with children.

It is also important that standard procedures are used, whether people are paid or unpaid, part-time or full-time. For all volunteers / staff working within the Club who have regular contact with young people the following action demonstrates good practice (shown here in no particular order):

PVG Scheme Membership

A PVG Scheme application will be made for all **regulatory positions** involved in your club. Application forms are available from Scottish Target Shooting, who will also receive the results of all PVG Applications and make judgement on each applicant's suitability to work with children – based on the information presented and from other parts of the recruitment process. Clubs have overall responsibility to establish the suitability of candidates based on a full recruitment procedure. These checks are FREE to volunteers

Referees

It is best practice for clubs to utilise the references forms for 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.

Interviews

It is best practice for clubs to utilise an interview process for 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.

Induction

An induction procedure for all new starts is recommended. New starts will then be made aware of the relevant club policies and able to sign 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.