



BRITISH ROWING

WG 3.12

Safer Recruitment

Policy & Procedures for Safeguarding, Welfare & Protection

TEAMWORK | OPEN TO ALL | COMMITMENT



British Rowing Safer Recruitment Guidance

Safer recruitment is best practice in recruitment as well as a fundamental part of safeguarding. Even if a role is voluntary, and/or a Club is small, all the steps below should be taken to ensure safer recruitment is implemented.

This guidance is about 'safer' recruitment because it is important to remember, that whilst all the above steps help to prevent those who wish to harm children and/or adults at risk from being employed by your Club, they do not guarantee that an individual is safe to work with children/adults at risk.

British Rowing would stress the importance of safer recruitment for everyone so that our Clubs can protect their ethos and live up to the expectations of the Club and its members, staff, and volunteers.

This guidance applies to the recruitment of all staff and volunteers in British Rowing affiliated Clubs and Events and you should note that parts of it are especially relevant to those working with juniors. It states that all staff and volunteers for British Rowing and its affiliated Clubs and Events should go through an appropriate vetting process prior to their appointment in order to establish their suitability to work for you and especially to work with children, young people and adults at risk.

Always:

- advertise all roles even if only on the Club website/noticeboard, as this enables an open process. Your advert should include a description of the role (role profile), highlight that your Club takes safeguarding extremely seriously and, where appropriate, state that a Disclosure and Barring Service (DBS) check will be a requirement;
- have an appropriate recruitment process in place to ensure fair treatment, including a process to verify the person's identity for example seeing their passport, taking up references;
- if recruiting volunteers under 18 refer to the Volunteers Under 18 guidance for more information and appropriate steps to take (<https://www.britishrowing.org/about-us/safeguarding/guidance-documents/>);
- ask about the person's attitude to safeguarding at interview;
- for roles that will be working with children/adults at risk (such as coaches and the CWO), ask questions that gauge the individual's knowledge of safeguarding suitable for the role;
- ensure a DBS check is carried out through British Rowing if the role involves 'regulated activity'. Your Club Welfare Officer should be able to advise if a role requires a DBS check and create an online application for applicants. Please remember that if a volunteer changes Clubs or roles within British Rowing they may still need a new DBS check. Check this by emailing governance@britishrowing.org;

- **Never assume that a DBS is clear** if you do not receive notification of clearance from British Rowing. If you have not received notification from British Rowing within 12 weeks you should contact governance@britishrowing.org;
- **Do not** allow an individual to start in their role if it is working with children/adults at risk, unless supervised at all times;
- request two references from each applicant's last two employers/Clubs, even if you know the person. Follow the references up before you offer the person the role and keep the references for the successful candidate on file should you need to refer back to them. Consider using scoring in relation to these references e.g. communication - poor/ok/good/great;
- carry out a proper induction including any relevant safeguarding or other training before the individual commences their role;
- consider appointing someone to mentor/support the individual during their first few months in the organisation
- have a meeting with their line manager/supervisor before starting and outline how often these meetings will be and what other supervision and support is available. Make sure safeguarding is raised at all one-to-one catch-up meetings so that the individual can share concerns and ideas
- have in place a proper contract of employment and job description for ALL employees and a role description for volunteers to include all safeguarding and other requirements;
- ensure that ALL employees and volunteers read and understand the Safeguarding and Protecting Children Policy and British Rowing's Code of Conduct, and any other relevant policy, such as RowSafe and ideally sign to say they have done so.

Sharing best practice

British Rowing encourages its Clubs, their CWOs and others to share best practice and experience of safe recruitment with other Clubs (perhaps through their region) and with the Lead Safeguarding Officer on lso@britishrowing.org.

Please also give your feedback on our policies and guidance, British Rowing is always trying to improve these.

Dated April 2020

Due for revision April 2022