



Stirling County RFC  
Bridgehaugh Park  
Causewayhead Road  
Stirling  
FK9 5AP

### **Stirling County RFC - Recruitment and Selection**

Stirling County RFC uses an effective 'recruitment and selection' procedure to make sure new staff/volunteers have been carefully considered and vetted to do regulated work with children. These processes are overseen by John Gibson – Director of Youth Rugby.

Organisations have a legal and moral duty to ensure that adults who work with children are 'suitable' to do so. A well-run recruitment process is all part of an organisation's commitment to putting the welfare of children first. A robust process also prevents those who are barred from regulated work with children from doing so.

The following roles are accepted by CRBS as falling within the category of 'regulated work':

- Youth Rugby Coach
- Youth Rugby Manager
- Child Protection Officer – Advising Children
- Youth Rugby Physio/Medic
- First Aider
- Parent Helper
- S&C Coach

Stirling County RFC will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with children in rugby. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children.

#### **1. Advertising**

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include the following:

- Details of Stirling County RFC's stance on child protection. A statement that the position applied for is regulated work with children and will require PVG Scheme membership.

#### **2. Application Process**

All applications will, amongst other information, be asked to provide references and be informed that membership of the PVG scheme is a prerequisite to any appointment.

#### **4. Review Applications**

**Stirling County RFC** will review application forms and consider applicants for interview. All information provided will be dealt with in accordance with the clubs Privacy Policy.

## 5. Interview

Interviews will be carried out for all OFFICIAL/PAID positions which are regulated work with children.

## 6. Offer of Position

Once a decision has been made and an offer of appointment accepted the applicant's appointment will only be confirmed when:

- satisfactory references have been received and checked
- a satisfactory Scheme Record/Scheme Record Update has been received.

## 7. References

References will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

## 8. Membership of the PVG Scheme

Individuals carrying out regulated work with children on behalf of Stirling County RFC must be members of the PVG Scheme. Stirling County RFC will require the successful applicant to submit a Scheme Record/Scheme Record Update application which will be returned to and processed by ***the club Child Protection Officer***.

Scottish Rugby is registered with CRBS and acts as an umbrella body for clubs wishing to check applicants for regulated work with children as volunteers. A successful applicant will be required to submit a Scheme Record/Scheme Record Update application which will be returned processed by the PVG administrator. Scheme record certificates are returned to the Lead Officer for Child Protection and Welfare and any relevant areas for concern will be shared with the Club CPO and an action plan agreed.

It remains the responsibility of the organisation making the appointment to take the final decision on whether to proceed with the appointment.

## 9. Overseas Applicants

Applicants from overseas being appointed to regulated work with children are required to join the PVG Scheme.

Applicants from overseas will be asked to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, may be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

## 10. Induction

After the applicant accepts post, the induction process will include the following:

- Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct.

#### **11. Monitoring and Performance Appraisal**

All staff in positions of regulated work with children should be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

#### **12. New vetting information on PVG Scheme Records**

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

Should any risk be identified, it will then be necessary to follow the club's Responding to Concerns procedures about the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

#### **13. Consideration for Children's List or Barred Individuals**

If Disclosure Scotland inform **Scottish Rugby** that an individual is barred, that member of staff/volunteer will be removed by the club from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 duties for organisations.

If Disclosure Scotland notify **Scottish Rugby** that a member of staff/volunteer is considered for listing that individual will be suspended by the club as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the welfare of children will be the paramount concern.

#### **14. PVG Scheme Member leaves *Scottish Rugby***

Stirling County RFC will contact the SRU should a member of staff/volunteer not be in contact with Stirling County RFC for up to three months, Scottish Rugby should be notified that the individual is no longer in regulated work with children within the club.