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RECRUITMENT

UPDATED MARCH 2022



Anyone working with young people in hockey is in a position of trust which has been invested in them by parents, the sport and the young person.

in hockey, child wellbeing is paramount.

The aim of any recruitment process is to ensure that any legal responsibilities are met, that the most appropriate person is appointed to the role, and all necessary checks have been undertaken before the individual begins working with young people. A robust process is essential to keeping young people safe in hockey.

Process - When you are seeking to fill any role, regardless of whether the role is paid or voluntary or whether you are recruiting a head coach, team manager or parent helper, ensure that the expected roles and responsibilities are clearly defined.

It is important to make sure all roles working with young people are child focused and the individual you are recruiting displays the appropriate skills and behaviours to make sure young people receive the best experience in hockey. It is also essential to recruit the right person for the role, based on core competencies alongside qualifications (if relevant to the role).

Planning - It is essential to have clear roles and responsibilities for all paid and voluntary positions you are recruiting for. A job or role description should list the duties for the position and a person specification can be used to highlight the skills and experience that are needed. When any role

becomes available, it is important to ensure that it is advertised. Advertising the role on social media, notice boards at the facility that you use, through newsletters, on the website or by contacting the local volunteer centre can help to attract new volunteers.

Advertising - when advertising a role, make sure you give clear deadlines for applications and highlight the process you will take for interviews and whether these will be formal or informal. Even if you are recruiting parent helpers, it is important to meet with these individuals to determine their goals and ideas and to agree both the club's and their own expectations for the role.

Applications - Anyone who shows an interest in filling a role needs to complete an application form (link). Applicants will be required to verify their identity. When applying for a role working with children or young people applicants will need to be made aware that they will need to complete a Disclosure & Barring Service (DBS) check, if successful. It is essential that the applicant does not commence in the role until satisfactory references and checks have been received. Once you have received the applications for the position you should assess them for suitability against the criteria, prior to the next stage.

Applicants should be referred to the [Government guidelines](#) on criminal convictions, formal warnings and cautions, as this information will be required if the applicant is successful.

Meeting/Interview - It is recommended that a meeting/interview is held with applicants (whether formal or informal) before making the recruitment decisions. The meeting/interview provides an opportunity to explore in greater detail information gathered on the application form. It is also recommended that:

- Applicants are asked to bring official photographic proof of identity such as a passport or driving licence
- Evidence of relevant qualifications is provided
- Questions are prepared in advance that will give the applicants an opportunity to demonstrate their relevant experience.

Example interview questions

See the following example interview questions:

- Can you tell us about any previous experience you have working with young people?
- Give scenarios relating to a young person and ask what they would do, for example:

- Following training, a young person's parent/guardian has not yet arrived to pick them up – tell us what you would do
- A young person approaches you after a training session and tells you that they are being bullied at school – tell us what you would do

- What factors do you consider to be important in creating a positive environment for young people?
- Who is responsible for safeguarding young people? What is your role?
- What would you do if had a concern about a young person, whether it related to hockey or not? does it make any difference?
- Who would you speak to about this?

Appointment - The successful applicant should be issued with two copies of the 'Role Acceptance Form' (link), a copy of the role description and any other relevant policies and documents. The applicant should also be informed that the position is subject to a satisfactory DBS check and two references. The applicant is required to sign and return one copy of the 'Role Acceptance Form', which indicates their commitment to the role and their agreement to be bound by the relevant policies and documents. It is good practice for the role to have an expiry/review date.

References, DBS checks and Education & Training

Once an offer is made it is imperative that references are obtained, and the following checks are carried out.

References

At least two references should be requested from individuals who are not related to the applicant. Ideally one should be work related and the other demonstrating previous involvement of working

This relationship can be described as being in a position of power and influence by virtue of their role. This is not solely exclusive to adults; coaches and young leaders who are under the age of 18 may also be responsible for other young people in their care.

It is important that all within the sport follow good practice so all reasonable steps should be taken to ensure that individuals working with young people in hockey, whether in a paid or unpaid capacity are suitable and appropriate. This will help to ensure that young people can take part in hockey in a safe and enjoyable environment.

When appointing people to work with young people



with young people, ideally in a sporting setting.

See [‘Reference form for positions working with young people in hockey’](#).

- All references should be in writing and followed up, if required, by telephone.
- Check all relevant qualifications are proven and valid through England Hockey.

Disclosure and Barring Service (DBS) Checks

Many roles that involve working with young people will require individuals to complete an enhanced Disclosure and Barring Service (DBS) check, plus child barred list. Guidance on eligibility for DBS checks can be found here.

16 years old is the minimum age for DBS checks.

Further guidance on DBS checks:

- All new DBS checks must be conducted through England Hockey’s DBS System (GBG).
- DBS checks should be renewed every three years.
- DBS checks should be used as part of the recruitment process to assess a person’s suitability to work with young people, it shouldn’t be used in isolation.
- It is England Hockey’s responsibility to manage and deal with any matters arising from any disclosure resulting from the DBS process.
- Individuals must not be engaged in contradiction of England Hockey sanctions. (clubs / organisations will be notified of any known child protection related sanctions)
- DBS checks completed by clubs affiliated to England Hockey can be transferred between clubs by completing the ‘England Hockey Portability Form’ and returning it to England Hockey’s Ethics & Welfare Administrator by post or email.
- England Hockey accepts the use of the [DBS Government Update Service](#) on the condition that the status check is completed by England Hockey’s Ethics and Welfare Team, not a hockey club/association. The check will only be valid if registration is current and that check is for the same workforce and the same level i.e. enhanced with a child barred list check included.

To find out more about status checks through England Hockey, please consult the [DBS Government Update Service FAQ](#).

Education and Training

Whilst not all roles working with young people may require a DBS check, individuals should complete safeguarding training relevant to their role. Safeguarding training should be updated every 3 years.

For further information on what training is required for each role, see [England Hockey’s Education & Training diagram](#).

All individuals working with children should be supplied with England Hockey’s Safeguarding Young People Policy, Reporting procedures and Good Practice Guidance (SafeD). They should also be aware who the club’s Welfare Officer is and how they can be contacted.

Induction - All staff or volunteers should undergo an induction (formal or informal) to include:

- Signing up to the EH /club’s Safeguarding and Protecting Young People Policy and Procedures, Good Practice Guidelines and any Codes of Ethics and Behaviour (Respect)/conduct that are appropriate
- Confirming and agreeing roles and responsibilities
- Any training needs are established and actioned
- An initial period of supervision of mentoring should be introduced to support the individual
- Specific policies and procedures for that organisation i.e. communication
- Awareness of EH’s reporting procedures, including who concerns should be reported to

Monitoring and Appraisal - Review meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. Regular reviews allow opportunity for both parties to feedback and make changes, as necessary.



TEMPLATE DOWNLOADS

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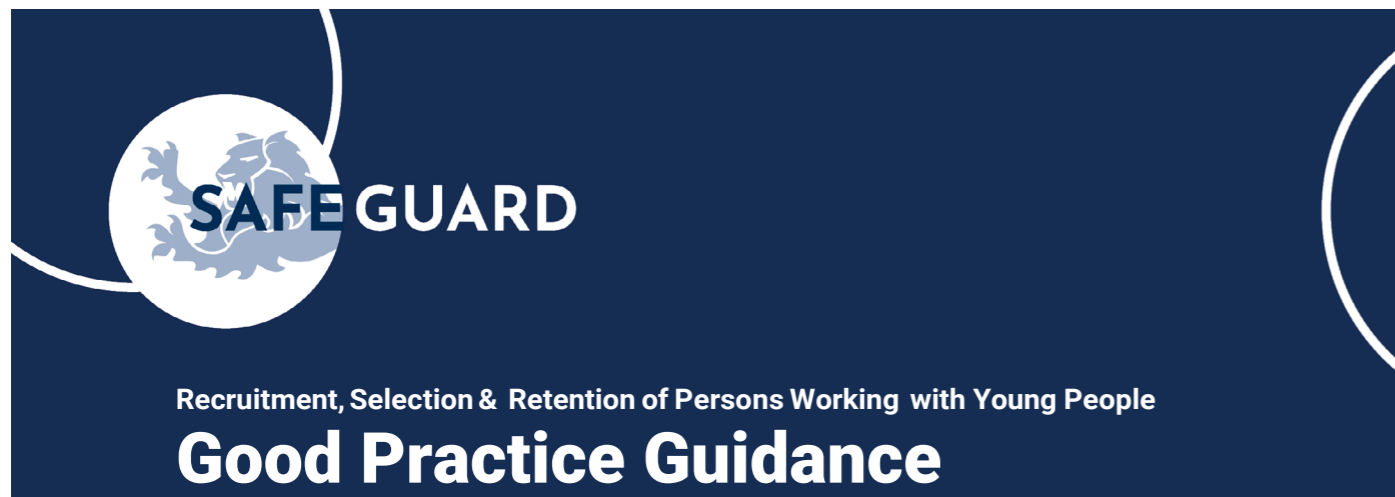
Application Form for roles working with Young People in Hockey

Click on image above or link [here](#) for a download of the document.



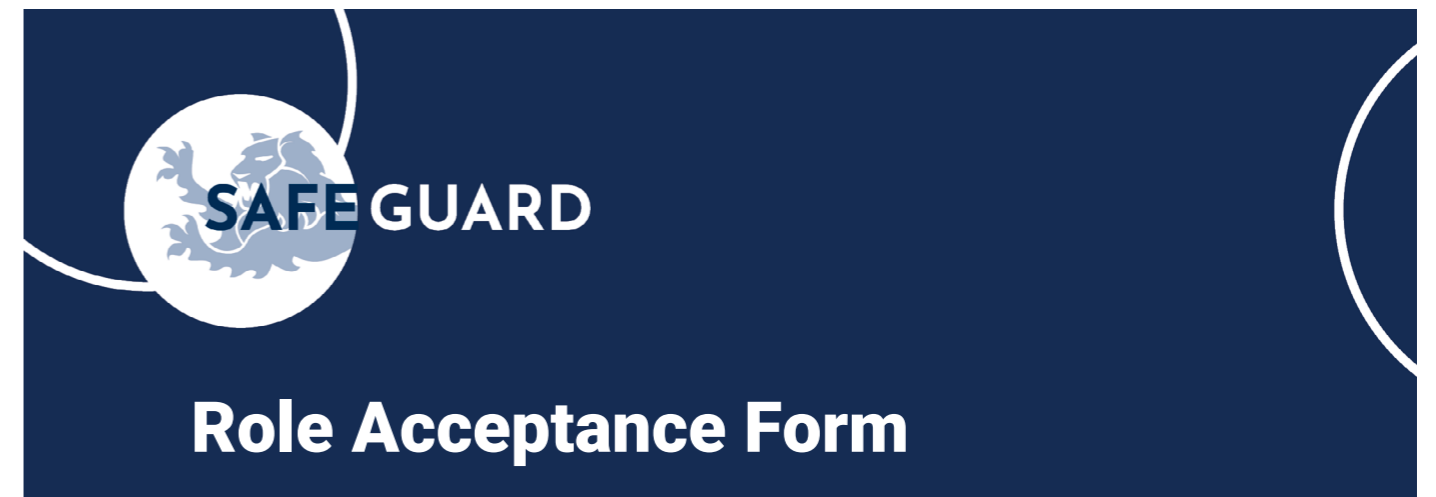
Reference Form for positions working with Young People

Click on image above or link [here](#) for a download of the document.



Recruitment Checklist

Click on image above or link [here](#) for a download of the document.



Role Acceptance Form

Click on image above or link [here](#) for a download of the document.

