

RECRUITMENT GUIDELINES

These guidelines must be followed by all VE staff and affiliated groups recruiting new staff or volunteers who are or will become involved with working or interacting with children.

1. All individuals working or seeking to work or be involved with children, as a VE officer, employee or volunteer, must complete the [CP1 Form](#) (page 15).
2. All individuals must complete the self-declaration [form CP2](#) (page 16). This will show that the individual has not been convicted of any offence involving child abuse or the neglect or mistreatment of children.



Individuals must be told clearly in writing that the positions which they are working or seeking to work in, as they involve work or contact with children, are therefore exempt from the provisions of the Rehabilitation and Offenders Act 1974.

As such all convictions however old must be declared.

3. When an individual has no experience of paid or voluntary work with children or where VE considers it necessary, a reference will be sought from a reputable person on the [form CP3](#) (page 17).
4. All individuals working or seeking to work with children must undergo a thorough interview conducted by a VE representative.
5. When an individual has been selected to work in a role or position that may involve working with children the responsible body must conduct an induction process that ensures that the individual:
 - i) Is fully aware of the duties and responsibilities of the post;
 - ii) Is aware of who their direct supervisor is and whom they are to report to;
 - iii) Has fully read and understood the Volleyball England Child Protection Policy and understands their responsibilities and obligations
 - iv) Is encouraged to attend a safeguarding and protecting children course such as Sports Coach UK's '[Safeguarding and Protecting Children: a guide for sportspeople](#)' or a similar course organized by the Local Safeguarding Children Board (note: Welfare Officers should also undertake the 'Time to Listen' course)

