

RECRUITMENT GUIDELINES

These guidelines must be followed by all SVA 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 an SVA officer, employee or volunteer, must complete the **CP1 Form** (page 14). This form should be sent to the SVA lead CPO.
2. All individuals must complete the self-declaration **CP2 Form** (page 15). This will show that the individual has not been convicted of any offence involving child abuse or the neglect or mistreatment of children.
3. As standard practice, where the SVA considers it necessary, a reference will be sought from a reputable person on the **CP3 Form** (page 16).
4. All individuals working or seeking to work with children must undergo a thorough interview conducted by an SVA 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 SVA's 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 and that Club Child Protection Officers also attend the In Safe Hands course.

Details of dates and locations of these courses can be found at sportscotland.org.uk

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.

Protection of Vulnerable Groups (PVG)

The Protecting Vulnerable Groups Scheme (PVG Scheme) will:

- Help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.
- Be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required.
- Strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

Scottish Volleyball is registered with Central Registered Body in Scotland. Individuals carrying out regulated work with children within Scottish Volleyball must be members of the PVG Scheme.

Scottish Volleyball will require the successful applicant to submit a Scheme Record/Scheme Record Update application which will be returned to and processed by the lead Child Protection Officer.

All Junior Volleyball clubs & Team affiliated to Scottish Volleyball will be required to ensure that all their coaches are PVG checked before entering any Scottish Volleyball competitions.

