

## TTW RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS

### Document History

Version	Summary of Changes	Document Status	Date
1.0		Live	23 <sup>rd</sup> November 2019
1.1	Reviewed document and amended language used.	Live	2 <sup>nd</sup> March 2021
1.2	Reviewed document and added document history. Also added acceptance and adoption text at end of document.	Live	1 <sup>st</sup> November 2021

### Monitoring and Review

The policy will be annually monitored and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of Table Tennis Wales
- A procedural review taking place following a significant case

Table Tennis Wales are committed to ensure a robust process for the recruitment and selection of individuals is in place, to ensure they select individuals who share and promote Table Tennis Wales' values and approach to safeguarding children and adults at risk.

Any advertising/information displayed or given to potential volunteers/staff, should make specific reference to safeguarding and highlight that Table Tennis Wales requires any person filling a role defined as Regulated Activity, to complete an Enhanced DBS disclosure.

### Planning

The first stage of any recruitment process involves planning. A profile should be drawn up which highlights the main areas of an identified role. A decision on the skills and experience needed to fulfil the requirements of the role also needs to be made and a 'person specification' developed.

### Application Forms

Application forms should be used to collect information on each applicant.

More than one person should look at the application form(s), to ensure a fair and equitable scrutiny is completed. These should be stored and retained in a consistent way and in line with TTW-Recording-Storage-and-Destruction-of-Information policy.

### Interview/meeting

It is highly recommended to meet with all applicants prior to any recruitment decisions being made and that more than one official is present. The meeting/interview will enable the exploration of information provided in the application form in further detail. Identification documents should be seen to confirm the identity of the applicant (e.g. passport or driving licence).

Questions to ask the applicant should be prepared in advance and ensure the applicant has an opportunity to recount previous experiences and give examples of how they have handled, or would handle, situations.

Although it is important to gain information about an applicant's relevant technical capabilities, it is also necessary to explore attitudes and commitment to safeguarding. Listed below are sample questions which could help discover this information:

- Tell us about your previous experiences of working with children.
- Give the applicant a child-related scenario, such as: "It is a winter evening, the training session has finished, and a parent has not arrived". Then ask the applicant what they would do in this situation.
- If the application is for a coaching role, check that they are in possession of a current coach licence.

### **Table Tennis Wales Coach Licence Scheme**

**Table Tennis Wales coach licence is issued to any member of Table Tennis Wales who is a UKCC qualified coach and who satisfies the requirements of safeguarding and first aid qualifications and current Table Tennis Wales DBS.**

**It does not in any way form the basis of a recommendation for employment or negate the need for the employing organisation to check the status of the DBS held by the licence holder.**

### **Vetting process including DBS checks**

The vetting process is very important in determining if someone is suitable to work with children. Safe recruitment for positions involving working with children is to seek at least two references from individuals not related to the applicant. One reference should be associated with the applicant's place of work and if possible, one that demonstrates the individual's previous involvement in sport, ideally table tennis.

### **DBS Checks**

Any member of Staff or Volunteer undertaking Regulated Activity must have a DBS check – see Process 1 below for definition of Regulated Activity.

For a member of Staff or Volunteer at any Table Tennis Wales affiliated Club or League, initial applications for DBS checks should be co-ordinated by a Club or League Safeguarding Officer. Clubs or Leagues must recognise and inform individuals that completing a Table Tennis Wales Individual DBS Check Form is the first stage of the vetting process.

The Club or League Safeguarding Officer should complete the Table Tennis Wales DBS request form, after assessing that the role is Regulated Activity (Process 1 below) and forward this via email to the National Safeguarding Officer. If an applicant claims to be vetted the Club or League should seek confirmation from the National Safeguarding Officer via email; [safeguarding@tabletennis.wales](mailto:safeguarding@tabletennis.wales)

If a DBS check is for a member of Staff or Volunteer at National Governing Body level, then the initial request should be processed by the National Safeguarding Officer. The National Safeguarding Officer must inform the individual that completing a request for a DBS check is the first stage of Table Tennis Wales' vetting process.

#### *The DBS Online Update Service*

Registration with the DBS Online Update service will be automatically activated with all DBS requests.

Table Tennis Wales will use the online service in the future to renew checks where individuals have registered for this service. The rationale behind this service is twofold;

- It allows individuals to only apply for the DBS certificate once.
- It allows Table Tennis Wales to simply check online if there have been any changes (offences, cautions etc.) since the certificate was issued.

Table Tennis Wales plans to use this service for three-year review vetting checks for individuals who have not changed role (although they may have changed Club or League). The details of how this will be done will be issued in due course.

### **Table Tennis Wales DBS process**

- Table Tennis Wales Individual DBS Check form, is received by the National Safeguarding Officer who commences a formal DBS application.
- The National Safeguarding Officer identifies a verifier who will be responsible for checking documents to confirm the applicant's details and inform National Safeguarding Officer that they are acceptable.
- Once the National Safeguarding Officer has commenced the request, the applicant will receive an email notification that they must complete their part of the application form online.
- Only the applicant receives a copy of the certificate. The National Safeguarding Officer will be alerted if there is any information on the certificate **BUT NOT** of the specific offences.
- The National Safeguarding Officer will inform the requesting Table Tennis Wales Designated Safeguarding Officer and the applicant, that they are able to commence their role or if further consideration is needed because of information contained on DBS certificate.
- For all Table Tennis Wales DBS checks that contain information this will be managed in line with this procedure.

### **Process for assessment of information on DBS certificate**

Table Tennis Wales National Safeguarding Officer is not allowed to tell the Club, League, Region or National Governing Body about the actual offending history, (unless it needs to share information to safeguard Children and Adults at Risk), so applicants are assured of confidentiality. Table Tennis Wales National Safeguarding Officer will, however, tell the Club, League, Region or National Governing Body whether or not the person is considered suitable to work with Children or Adults at Risk after completing the assessment of the information.

Volunteers and Staff in table tennis need to be assured that Table Tennis Wales will take into account The Rehabilitation of Offenders Act 1974 and only consider offences relevant to the care, supervision and training of children and adults at risk. They will use the Guidance (from March 2014) on the Rehabilitation of Offenders Act which states the following;

*What should I consider when employing ex-offenders?*

Each employer is best placed to consider whether a person's convictions (either before they have become spent, or, in the case of activities listed on the Exceptions Order, when they are spent) make him or her unsuitable for a particular role. But it is important you should reach a balanced judgement, having regard to such factors as;

- The person's age at the time of the offence.
- How long ago the offence took place.
- Whether it was an isolated offence or part of a pattern of offending.
- The nature of the offence.
- Its relevance to the post or position in question.
- What else is known about the person's conduct before and since the offence.

This will be done following the Case Management Procedure.

### **Post recruitment**

It is important that once a new member of staff whether paid or volunteer has been recruited that;

- A contract is signed between them and Table Tennis Wales or the affiliated Club or League which includes a confidentiality clause.
- Their name is included on the member of staff approved list of Table Tennis Wales or affiliated Club or League that they will be undertaking activities at the request or direction of.
- They are made aware of, and sign up to, Table Tennis Wales' Safeguarding Policy and Procedures.
- Training needs are established, and action taken to put these into place.

Ideally a period of supervision, observation or mentoring should be offered to support the new member of staff.

Process 1 – How to Determine Which Roles are "Regulated Activity" with Children or Adults at Risk in Table Tennis.

1. Does the role involve carrying out any of the following activities;

- Teaching, training, instructing, caring for or supervising Children or Adults at Risk?
- Providing guidance and advice on well-being for children or adults at risk?
- Driving a vehicle only for Children or Adults at Risk?

2. Does it happen;

- Frequently – once a week or more?

OR

- Intensively – on 4 or more days in a 30-day period or overnight?

3. Is the individual carrying out any of the activities UNSUPERVISED.

- Supervised means that another individual who is deemed to be carrying out “Regulated Activity” and who has been vetted themselves, can see and hear the interactions between the individual and the child/ren at all times. Supervision must be continuous at all sessions.

**If the answer to 1 + 2 + 3 = YES, this = Regulated Activity**

This role is eligible for and must be subject to a DBS check.

All DBS are processed via National Safeguarding Officer.

Initial contact should be via email to:  
[safeguarding@tabletennis.wales](mailto:safeguarding@tabletennis.wales)

**Table Tennis Wales Individual DBS Check Form**

Personal Details	Name; <span style="float: right;">Male/Female</span>  Date of Birth;  Address (including Post Code);  Telephone;  Email;
Role	Job title;  Club/League  Region  National Governing Body
Designated Safeguarding Officer Requesting DBS	Name;  Club/League or Region;  National Safeguarding Officer;
DBS Check Information	Date verification form applied for;  Verification form number;  Verifier completing form;  Date verification form completed;  Date DBS Certificate received;  DBS Certificate Clear YES / NO * Contains information YES / NO * Case Management Process to be used if any information contained on DBS Certificate.  Registered for online update YES / NO
Action by NSO	Date Individual informed TTW accepts DBS status  Date requesting safeguarding officer informed TTW accepts DBS status.  Date for renewal

**Important:**

Please copy and paste the following text into an email, and send it to: [development@tabletennis.wales](mailto:development@tabletennis.wales)

I confirm that I have read, understand and fully adopt the TTW Recruitment and Selection of Staff and Volunteers document.

