

## 5. SAFE RECRUITMENT AND SELECTION

**Whilst the below describes the process recommended by the CPSU, the general principles should be adopted by all Coerver Coaching Licensees, in conjunction with any local arrangements specific to the territories in which they operate.**

The delivery of Coerver Coaching programs relies on a well-motivated workforce made up of staff and volunteers. Safe recruitment and selection procedures will help to ensure a safe and enjoyable environment by screening out and deterring individuals who are deemed to be unsuitable to work with children.

The development and delivery of effective recruitment and selection procedures benefit everyone by ensuring that:

- Staff and volunteers have clearly defined roles and responsibilities
- Parents/carers are assured that measures are being taken to only recruit people who are suitable to work with children
- Organisations reduce the risk to their reputation

The key steps to safe recruitment for each post should include:

- Job Role/Job Description
- Person Specification
- Job/Role Advert
- Application Form
- Written References
- Risk Assess Information
- Interview
- Identity and Qualification Checks
- Criminal Records Checks
- Induction Training
- Probationary/Trial Period

These steps are covered in more detail in the NSPCC Child Protection in Sport Unit (CPSU) Briefing Paper - Safe Recruitment and Selection Procedures, which is available on the Coerver Coaching intranet site.