

Recruitment, selection and training

Recruitment

A job description should identify roles and responsibilities and include a person specification clarifying the required skills and qualities of an applicant. Where the job involves working with young people, the job description should detail the organisation's policy with regard to child protection and working with children. It is important that the parameters of the role are in writing to help the employer to look for the most appropriate person for that role. When the appointment is made, the successful applicant should be given a copy of his / her role description which can be amended as the role changes.

Advertising

Advertising for any post should include the following:

- The aims of your organisation.
- A job description outlining the responsibilities of the role.
- A person specification stating qualifications and experience required (this may include the level and length of experience of working with children).
- Voluntary posts may not be formally advertised, but the need for such a person could be informally circulated within the Member Body, branch or centre. Parents or instructors could be canvassed to see if they are aware of anyone who could be suitable.

Applicants

All applicants must complete an application form that includes:

- Name, address, date of birth and National Insurance Number (to confirm identity and right to work).
- Relevant experience, qualifications and training undertaken.
- Listing of past career or involvement in sport (to confirm experience and identify any gaps).
- Any criminal record.
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people.
- Any former involvement with the sport.
- The applicant's consent to criminal record checks being undertaken if necessary.
- The applicant's consent to abide by British Equestrian's Code of Conduct for the position sought.
- A statement explaining that failure to disclose information or subsequent failure to conform to the Code of Conduct will result in disciplinary action and possible suspension.
- Information regarding their right to work in the UK.

Checks and references

A minimum of two written references should be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone. A Criminal Record Check may need to be completed if the individual is working in regulated activity.

Interview and induction

All employees (and where possible volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive a formal or informal induction, during which:

- A check should be made that the application form has been completed in full.
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- The duty of care guidelines including child protection procedures, are explained, and training needs are established.
- Interview questions should test the applicant's attitudes to working with children and young people.
- On appointment, the employer/manager should carefully explain the full role to the successful applicant and continue to support him/her during the early stages of his/her employment.
- No-one should be allowed to take up the post until the DBS (or similar equivalent) has been seen by the employer/manager.

Training

While checks are a part of the process to safeguard children, training is required to help people to:

- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Keep records of any incidents and accidents, however trivial they may seem.
- Deal with disclosure.
- Work safely and effectively with children.

As part of good practice, British Equestrian recommends that:

- All employees undergo a DBS or similar check if required for their role.
- All employees attend a 3-hour safeguarding and child protection awareness training workshop
- All riding schools/Riding Clubs and Pony Club branches appoint a Safeguarding Officer responsible for good practice and child protection. This officer should undergo a DBS disclosure check at enhanced level. It is recommended that this officer has specific training as to his/her role.
- All personnel (instructors/trainers, team managers, medics, event organisers, parents, club officials, senior club members, junior members) receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.

Monitoring and appraisal

All paid appointments should be made conditional on the successful completion of a pre-determined and agreed probationary period. All employees will receive formal feedback annually through an appraisal at which any issues over poor practice can be identified and addressed, training needs related to children can be identified and new goals set.

Complaints appeals and disciplinary procedures

British Equestrian's complaints and appeals procedures will be used to deal with any formal complaints and/or appeals. Guidance on these procedures will be available to all instructors/trainers and team managers from relevant Equestrian Member Bodies. Each Member Body may have a different disciplinary process and so the relevant body should be contacted for further information.