



EDENBRIDGE PIRANHAS SWIMMING CLUB

CHECKLIST FOR THE RECRUITMENT, EMPLOYMENT AND DEPLOYMENT OF STAFF AND VOLUNTEERS.

PRE-RECRUITMENT

1. Identify the responsibilities that the member of staff will be expected to have.
2. Determine the level of experience or qualifications required, taking into account any national governing body/local authorities.
3. Outline the club's open and positive stance on child protection.
4. Prepare a job description-including the roles and responsibilities.
5. Prepare an application form asking applicants to provide the following details:
 - Name, address and national insurance number.
 - Relevant experience, qualifications, training.
 - Past career or involvement in sport.
 - Any criminal records.
6. A self disclosure to establish whether any actions have been taken against them in relation to child abuse, sexual offences or violence.
7. The names of two people (not relatives) willing to provide written references that comment on the applicants previous experience of, and suitable for, working with children-previous employer is preferable.
8. The applicants consent to criminal record checks being undertaken if necessary.
9. The applicants consent to abide by the club's code of conduct appropriate to the position sought.