



# SAFER RECRUITMENT PROCESS

Date that this policy was last reviewed and updated if appropriate:	11 December 2025
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## **Introduction**

1. Glenearn Badminton Club ("the Club") has adopted this policy on safer recruitment.
2. The Club, and all relevant people operating under the auspices of the Club, will comply with all aspects of this policy and with all aspects of Badminton Scotland's "Safer Recruitment Process".
3. In the unlikely event that an aspect of this policy is incompatible with any aspect of Badminton Scotland's "Safer Recruitment Process", Badminton Scotland's policy will take precedence. However, in such circumstances, all other aspects of this policy will continue to apply unless incompatible with Badminton Scotland's policy.
4. The Club has a variety of volunteers and "paid for" individuals who assist with the running of the Club. Whilst it is vital to keep the issues of wellbeing and protection in proportion, Badminton Scotland would like every club to adopt some basic procedures that will help safeguard all concerned.

## **The recruitment and selection of volunteers and others**

5. Abusers of children/protected adults tend to gravitate to situations where little vetting or checking takes place. It is impossible to know who could abuse children/protected adults. Therefore, it is important that all reasonable steps are taken to ensure unsuitable people are prevented from working with children/protected adults.
6. It is also important that standard procedures are used, whether people are paid or unpaid, part-time, or full-time. For all those working within the Club who have regular contact with children/protected adults, the following demonstrate good practice.

## **Interviews**

7. Prior to appointing any individual to any role that specifically involves working with children or protected adults, the Club will interview that individual to assess the individual's suitability for the role.
8. Where an individual is already working within the Club in a role that specifically involves working with children or protected adults, an interview is not required prior to appointing that individual to any other role within the Club that specifically involves working with children or protected adults. However, the Club may choose to hold an interview taking account of the circumstances.

## **References**

9. Prior to appointing any individual to any role that specifically involves working with children or protected adults, the Club requires references from at least two people who:
  - a. are not relatives of the individual being considered for the role.
  - b. have known the individual for at least two years.
  - c. can comment confidentially on the individual's previous work with children/protected adults and any former involvement in sport.
10. The form of any references (e.g., written or verbal) will be at the discretion of the Club in discussion with the individual being considered for the role.
11. Where an individual is already working within the Club in a role that specifically involves working with children or protected adults, references are not required prior to appointing that individual to any other role within the Club that specifically involves working with children or protected adults. However, the Club may choose to seek references taking account of the circumstances.

## **Other screening**

12. The Club might undertake other screening of any individual looking to commence their first role with the Club that specifically involves working with children or protected adults, including but not limited to:
  - a. Internet searches.
  - b. Social media searches, including but not limited to, Facebook, X and Instagram.

## **PVG Scheme Membership**

13. The Club will seek to verify the identity of any individual looking to commence their first role with the Club that specifically involves working with children or protected adults, and the individual is required to provide all necessary co-operation to enable that verification.
14. The individual is also required to complete a PVG Disclosure and Consent form and co-operate as necessary with the process of making a PVG Scheme application.
15. The Club might also require the individual to support criminal record checks for countries other than the UK, where the individual has spent a prolonged period outside of the UK.
16. A PVG Scheme application will be made via Badminton Scotland for all regulatory work roles involved in the Club.
17. Badminton Scotland will receive the results of all PVG applications and make judgements on each individual's suitability to work with children/protected adults, based on the information presented and from other parts of the recruitment process.
18. The Club has overall responsibility in establishing the suitability of individuals based on its recruitment process. However, this is fully supported by Badminton Scotland.

### **Self-declaration form**

19. Any individual commencing their first role with the Club that specifically involves working with children or protected adults, is required to complete a self-declaration form in relation to any criminal convictions.

### **Other pre-requisites**

20. Any individual commencing their first role with the Club that specifically involves working with children or protected adults, is required to complete a Child Wellbeing and Protection in Sport workshop ("CWPS") prior to commencing the work.
21. Any individual commencing their first role with the Club that specifically involves working with children or protected adults, is required to be individually affiliated with Badminton Scotland. The Club might bear some, or all, of the costs of such affiliation.

### **Induction**

22. Any individual commencing their first role with the Club that specifically involves working with children or protected adults, will receive an appropriate induction.
23. The induction process will include:
  - a. Familiarisation with relevant policies of the Club.
  - b. Signing the Club's Code of Conduct.
24. The Club may, at its discretion, require a period of probation for any individual taking a new role with the Club.
25. In any event, the Club can terminate any individual's role(s) with the Club in accordance with the notice arrangements set out in any separate written contract between the Club and the individual (or relevant intermediary) in relation to the role(s). The notice period in such contract shall not exceed one month and shall not apply where early termination is required by law. Where no such contract is in place, the Club can terminate any individual's role(s) with the Club without notice subject to any restrictions in law.

### **Changes to this document**

26. Changes may be made to this document from time to time with the agreement of two or more of the Club President, the Club Secretary and the Club Treasurer.