



Good Practice Guidance on Recruitment, Selection and Retention of Persons working with Young People

INTRODUCTION

All adults who work with young people in lacrosse are in a position of trust which has been invested in them by parents, the sport, and the young person. This relationship can be described as one in which the adult is in a position of power and influence by their position.

As good practice, it is important that all reasonable steps are taken to ensure that all individuals working with young people in lacrosse, either paid or unpaid, are appropriate and able to do so. This can help to ensure that lacrosse offers opportunities for young people in a safe and enjoyable environment.

The aim of any recruitment process is to ensure that any legal responsibilities are met, that the most appropriate person is appointed to the job/role, and all necessary checks have been undertaken before the individuals begin working with young people.

Implementing good practice guidance on safe recruitment:

There are several steps to good practice guidelines in recruitment. The following pages outline these steps.

Planning

It is essential to have clear roles and responsibilities for all paid and voluntary positions you are recruiting for. A job description should list the duties for the position, and a person specification can be used to highlight the skills and experience that are needed.

Advertising

When any role becomes available, it is important to ensure that the role is advertised. Advertising the post on notice boards at the facility that you use, or through club newsletters, on the website or contacting the local volunteer centre can help to attract new volunteers to your club.

Essential inclusions within any advertising are:

- Aims of the club
- Job description/role
- Experience and skills required, particularly if experience of working with young people is an advantage
- Reference to Safeguarding and Protecting Young People in Lacrosse Policy and Procedures
- Codes of conduct/Ethics and Behaviour
- The requirements to complete a Disclosure and Barring Service (DBS) Check
- Details on how to obtain an application form (it would be useful to include a closing date to streamline your process)

Applications

Anyone who shows an interest in filling a role/vacancy needs to complete an application form. Applicants will be required to verify their identity. When applying for a role working with children or young people. Applicants will need to be made aware that they will need to complete a DBS check, if appointed.

Please also refer the applicant to the Government guidelines on Criminal Convictions, Formal Warnings or Cautions as this information will be required if the applicant is successful

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Clubs should not ask applicants for information regarding their criminal convictions, formal warning of cautions at this stage of the application process. This should be done at the appointment stage, prior to a person starting in a role.

It is essential that the applicant does not commence in the role until satisfactory references and checks have been received.

The document 'application form for positions working with young people' includes questions that you are entitled to ask at this stage of the recruitment process.



Once you have received the applications for the position you should assess them for suitability against the criteria, prior to the next stage.

Meeting/interview

It is recommended that a meeting/interview is held with applicants (whether formal or informal) before making a recruitment decision. The meeting/interview provides an opportunity to explore in greater detail information gathered on the application form.

It is also recommended that:

- Applicants are asked to bring official photographic proof of identity such as a passport or driving licence
- Evidence of relevant qualifications are provided
- Questions are prepared in advance that will give the applicant an opportunity to demonstrate their relevant experience.

As well as considering an applicant's ability to fill a position, it is also important to assess their attitudes and commitment to safeguarding. Examples of questions you might ask are:

- Tell us about any previous experience you have working with young people – what were the highlights
- Give a child-related scenario and ask what they would do, e.g. *"It is a winter evening and the training session has finished. A parent has not arrived – what would you do?"* The applicant would be expected to say that they would stay with the child along with another adult and contact parents to find out where they were.
- What factors do you consider to be important in creating a positive environment for young people
- A child you coach regularly, who is usually happy and sociable has recently been turning yo to training and is withdrawn and argumentative. What would you do?

Appointment

The successful applicant should be issued with two copies of the 'Role Acceptance Form', a copy of the role description and any other relevant policies and documents. The applicant should also be informed that the position is subject to a satisfactory DBS check and references. The applicant is required to sign and return one copy of the 'Role Acceptance Form' which indicates their commitment to the role and their agreement to be bound by the relevant policies and documents

References and Disclosure and Barring Services Checks (DBS):

Once an offer is made it is imperative that references are obtained, and the following checks carried out



References

At least two references should be requested from individuals who are not related to the applicant. Ideally one should be work related and the other demonstrating previous involvement of working with young people, ideally in a sporting setting.

See 'Reference form for positions working with young people in lacrosse'.

All references should be in writing and followed up, if required, by telephone.

Check all relevant qualifications are proven and valid through England Lacrosse

Disclosure and Barring Service (DBS) Checks

- As part of the safer recruitment process, applicants over sixteen years old must complete an enhanced /barred list check if they meet the criteria in relation to their work with young people.
- All DBS checks must be conducted through England Lacrosse. DBS Disclosures processed through other organisations are not acceptable.
- DBS checks should be completed every three years.
- DBS checks should be used as part of the recruitment process to assess a person's suitability to work with young people; it shouldn't be used in isolation.
- England Lacrosse has the jurisdiction to manage and deal with any matters arising from any disclosure resulting from the DBS process.
- Individuals must not be engaged in contradiction of England Lacrosse sanctions.

The following guidance is available from England Lacrosse

Eligibility for a DBS Check
Definition of "regulated" activity and level of check required for the role
Frequently asked questions
Disclosure and Baring Service – includes information about single disclosure, who deals with the information on a DBS, lost certificates, etc

Go to www.englishlacrosse.com/governance/safeguarding

Induction

All staff or volunteers should undergo an induction (formal or informal) to include:

- Signing up to the club's Safeguarding and Protecting Young People Policy and Procedures, Good Practice and any Code of Ethics/conduct that are appropriate
- Confirming and agreeing roles and responsibilities
- Any training needs are established and actioned
- An initial period of supervision of mentoring should be introduced to support the individual

Education and Training

Ongoing training will be provided to support the individual to fulfil their role. Appropriate safeguarding training will enable an individual to recognise their responsibilities regarding implementing good practice and reporting poor practice or concerns regarding young people.

England Lacrosse provide a range of training opportunities for all people that work with young people, including coaches, designated Welfare Officers, information is available from www.englishlacrosse.co.uk/governance/safeguarding



See 'Safeguarding Education Training Guidance' for details of safeguarding training that is available and who should do what level of training

Monitoring and Appraisal

Review meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. Regular reviews allow opportunities for both parties to feedback and make changes as necessary



"THE CLUB HAS A GREAT ATMOSPHERE FOR DEVELOPMENT, EVERYONE IS WELCOMING AND FRIENDLY"

Disclosure and Barring Service (DBS)



Officiating Guidance

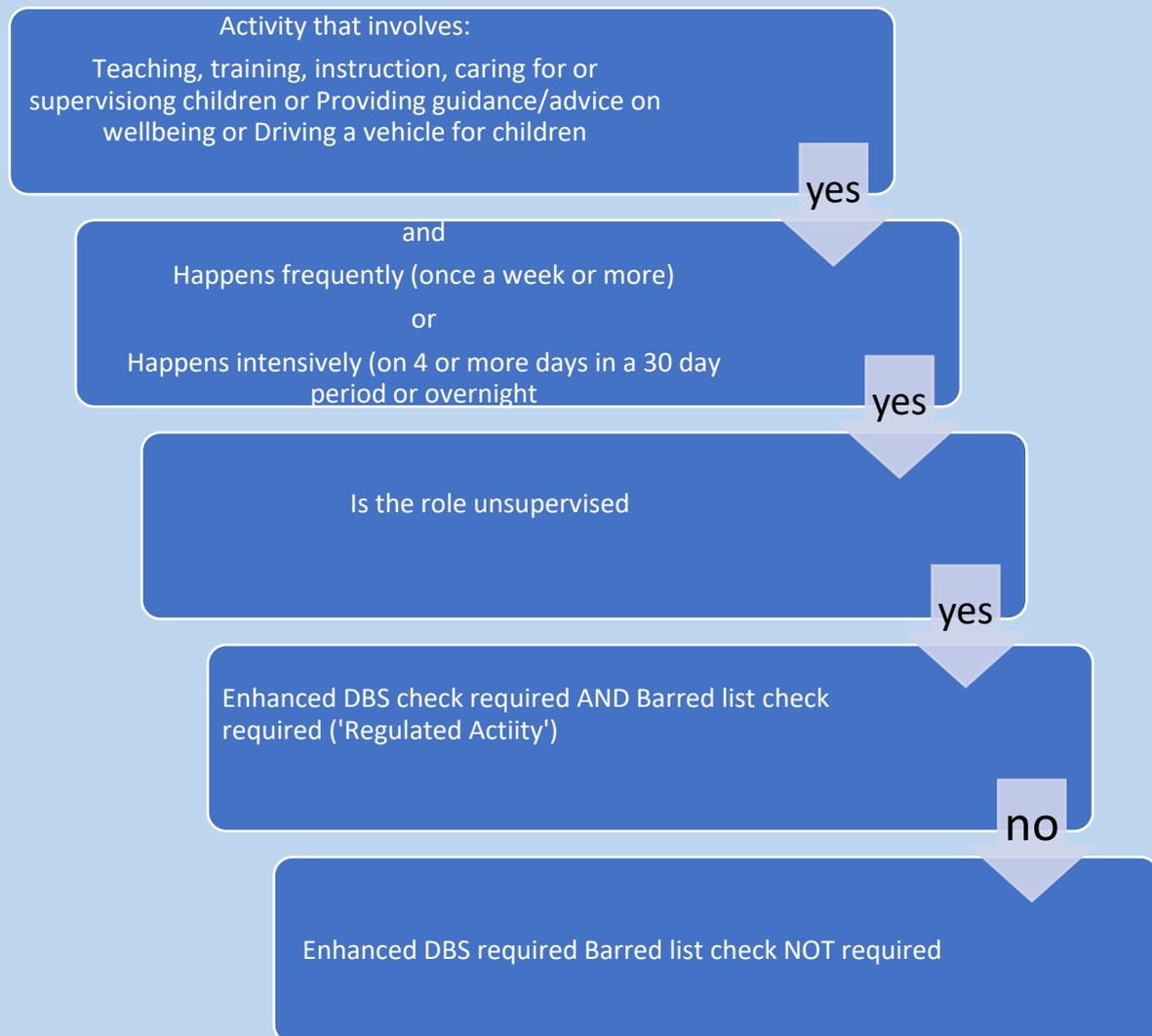
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INTRODUCTION

The Disclosure and Barring Service (DBS) is a recruitment tool that helps assess suitability for those working with young people (under 18's)

The Government has set criteria to determine who is eligible for a DBS check and has a definition of 'regulated activity' to assist. The new guidance introduces consistent safeguarding and vetting requirements for all those working with young people, whether they are in a paid or voluntary capacity.



ENGLAND LACROSSE (EL) GUIDANCE IS THEREFORE:

That EL deem that the following roles require a DBS Check

- 1. Any Umpire or Referee working with U18 Umpires or Referees at a tournament if they meet the frequent or intensive definition**
- 2. Any Umpire or Referee working every week with U18 Umpires or Referees will be required to undertake a DBS and barred list check**
- 3. A Tournament Director (TD) working with U18 Technical Officers (TOs) at a tournament that meets the frequent or intensive definition.**
- 4. An Umpire or Referee who regularly umpires games involving young people that meets the frequency or intensive definition,**

For more information about safeguarding in Lacrosse, please consult our Safeguarding Guidance Documents and our Good Practice Guidance.



ENGLAND LACROSSE EDUCATION AND TRAINING GUIDANCE

It is essential that all people who work with young adults and children in lacrosse receive training that is appropriate to their role.

Having suitably trained people within your club/organisation provides a better experience for young adults and children, on and off the pitch and it also protects coaches, umpires and volunteers.

Lacrosse relies on people with the right skills and knowledge to inspire, encourage and nurture young adults and children to play/participate to their maximum potential, in a fun and enjoyable environment.

Recruiting the people into the role is an essential part of the process, ensuring that appropriate checks are completed. Once those people are in their role it's important to assess their training needs.

ROLES WITHIN A CLUB (OTHER THAN A COACH)

The matrix below demonstrates the safeguarding training that is recommended for roles within a club/association;

ROLE	EL ONLINE SAFEGUARDING COURSE	UK COACHING SAFEGUARDING & PROTECTING CHILDREN WORKSHOP	TIME TO LISTEN (TTL)
WELFARE OFFICER	Optional – but encouraged	Essential*	Essential
DISCLOSURE & BARRING SERVICE (DBS) VERIFIER	Essential	Optional	
DEVELOPMENT OFFICERS	Essential	Optional	Optional
CHAIR	Essential	Optional	
VOLUNTEER	Essential	Optional	
UMPIRE/REFEREE	Essential	Optional	
TEAM CAPTAINS	Essential	Optional	

*NOTE if you have performed safeguarding training with a statutory agency (School, NHS, Police etc) within the last 3 years, you do not have to attend the Safeguarding and Protecting Children workshop before the Time to Listen.

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COACHES (PREREQUISITES FOR COACHING QUALIFICATIONS/WORKSHOPS)

The following matrix shows which level of training is required for each coaching qualification or workshop (to be undertaken in order to complete the course)

	DEVELOPMENT ACCESSED	EL ONLINE SAFEGUARDING COURSE	UK COACHING SAFEGUARDING & PROTECTING CHILDREN WORKSHOP	OTHER COURSES ACCEPTED
LEAD COACH	Coaching Field	Optional	Essential	The FA Safeguarding Children Workshop
	Talent Coaching	Optional	Essential	
	Previous England Lacrosse L2 or L3	Optional	Essential	RFU's Play It Safe Course
COACH (E.G. PARENT HELPER ASSISTANT COACH)	Fundamentals of Coaching	Essential	Optional	The FA Safeguarding Children Workshop
	Coaching Field	Essential	Optional	
	Previous England Lacrosse L1 or L2	Essential	Optional	RFU's Play It Safe Course
	Sports Coach UK Inclusion Workshops	Essential	Optional	
None at present				

If you have previously attended the UK Coaching – Safeguarding & Protecting Children in Sport (SPC 1) 3-hour workshop within the last 3 years, coaches are able to renew their certificate by completing **Renewal: Safeguarding & Protecting Children in Sport on-line workshop** (link available below)

FURTHER INFORMATION

England Lacrosse On-Line Safeguarding and Protecting Young People in Lacrosse Course – Basic Awareness

Essential for – DBS Co-ordinators and Verifiers, Development Officers, Chairmen, Umpires, Referees, Parent Helpers, Team Captains, Nominated Player of an adult team with U18's, Coaches (if they have no current qualifications, hold the EL L1 or L2 qualification)

You can find the on-line course by:

- Going to the England Lacrosse Website (www.englishlacrosse.co.uk)
- Go to the 'shop' page and select Safeguarding & Protecting Young People

This new course features, interactive tasks ensuring participants can:

- Describe what safeguarding is and why it is important
- Define different categories of abuse and how to recognise them
- Create a safe and enjoyable environment for young people
- Respond to and report concerns

The course costs £10.00.

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UK COACHING'S SAFEGUARDING AND PROTECTING CHILDREN WORKSHOP

Essential For – Welfare Officers (if they have not received training within the last 3 years from a statutory agency, **Coaches** (if they are working on their Coaching Field or Talent Courses or have previously held EL L2 or L3 qualifications)

- Sport specific safeguarding training
- 3 hour workshop
- Interactive workshop, basic awareness, reporting procedures, scenario based discussions

To find an upcoming course near you, click the link below

<http://www.sportscoachuk.org/site-tools/workshops/about-our-workshops/safeguarding-and-protecting-children>

SPC ONLINE RENEWAL

The UK Coaching Online Renewal is a refresher course available to those required to renew their safeguarding training and have **already attended** the 'Safeguarding and Protecting Children workshop' within 3 years, There is a choice of 3 courses, all of which are valid and have a specific topic attached (Deaf and Disabled Children, Positive Parents and Digital Kids).

For more information including how to access the course, click the link below

<https://www.ukcoaching.org/courses/search?format=online&distance=25&order=relevant>

TIME TO LISTEN (TTL)

Essential for – Welfare Officers

A three hour interactive lacrosse specific or a multi-sport workshop that builds on basic awareness and starts looking at what it means to create a safe, young people focused environment. This workshop is aimed at and designed for Welfare Officers

- Opportunity to meet other Welfare Officers in lacrosse and other sports and share experience/best practice
- Discuss lacrosse or multi-sport issues and challenges in a supportive environment
- Find details about where to get specific advice and guidance



OVERSEAS CRIMINAL RECORDS (OCR) CHECK FOR NON-UK BASED COACHES

Overseas Criminal Record (OCR) Checks

England Lacrosse wants to ensure that all children, young people and adults at risk are safe from harm and have an enjoyable lacrosse experience. We adhere to national safe recruitment procedures, which means people wanting to work in regulated activity with young people and adults at risk are required to undertake an Enhanced DBS check and/or Barred List check.

The DBS Office are not able to obtain information from overseas police forces which means that people who have recently moved to the UK may be required to also obtain an Overseas Criminal Record (OCR) check.

Lacrosse clubs are advised to seek OCR checks when recruiting from overseas.

Applying for an OCR Check

EL has linked guidance from the Home Office on the application process for several countries. The Lead Safeguarding Consultant is also available to provide guidance and help to lacrosse clubs and applicants.

If your country is not listed below, please contact the Lead Safeguarding Consultant for support with applying for your OCR check

Countries A-F	Afghanistan – France
Countries G-P	Gambia – Portugal
Countries Q-Z	Qatar – Zimbabwe

FAQs

- 1. I have lived in the UK for 2 years; do I need to do an OCR**
NO. As you have lived in the UK for 2 years or more, you will just need to complete a DBS Check
- 2. What do I do once I have my Overseas Check**
You will need to send the original check to the Lead Safeguarding Consultant, along with the photo ID of yourself, e.g. passport, driving licence.
- 3. Do I need to provide references to the Club Welfare Officer**
YES. You will need to provide the name, address and email address for two people willing to give you a reference. One of the referees must know you within a lacrosse capacity. E.g. Head Coach
- 4. I do not reside in the UK but I am coming to the UK to do some coaching. Do I need an OCR**
YES. You will be required to provide an OCR and the name of two professional referees to support your Application
- 5. What happens after the overseas vetting is complete?**
The applicant receives a letter confirming the OCR has been accepted by EL

