



Policy on safe recruitment of personnel (paid and unpaid).

The RSPBA aims to ensure that all vulnerable people, whether children or adults at risk, are protected and kept safe from harm while they are engaging with RSPBA personnel. In order to achieve this, we will ensure our personnel are carefully selected, screened, trained and supervised. It is of high importance that each individual is provided with a clear definition of role.

The RSPBA on occasion offers appointments in a number of paid posts within headquarters. These posts include: Chief Executive, Office Manager, Education Officer, Administration Officer, Administration Assistant. All appointments to the aforementioned posts will be subject to membership of the Protection of Vulnerable Groups Scheme due to their access to the Association's database and sensitive information.

Headquarters also has the following posts: Hall-keeper and Cleaner.

In addition, the Association offers a range of unpaid positions which contribute to furtherance of the Association's Aims. These include: Chair of the Board of Directors, Member of the Board of Directors, President of the RSPBA, Instructor, Assessor, Adjudicator, Chief Steward, Steward, Trophy Officer, Photographer, Convenor of Standing Committees (**Further information required to ensure that all posts are identified**).

In order to ensure compliance with the RSPBA's Policy on Safeguarding Vulnerable Groups, all appointments to the posts of **Instructor, Assessor and Adjudicator** will be subject to membership of the Protection of Vulnerable Groups Scheme

Selection

All applicants for posts within the Association will complete an application form.

Short listed applicants will be asked to attend interview.

Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of an appointment.

Screening

Where relevant to the post, the successful applicant will require to become a member of the PVG Scheme. Existing members of the Scheme will be requested to undertake a PVG Scheme Record Update. This screening will be requested prior to the applicant taking up post.

Training

The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.

Relevant training and support will be provided on an on-going basis, and will cover information about their role, and opportunities for practicing skills needed for the work.

Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new personnel, and will be regularly reviewed.

Supervision

All personnel will have a designated supervisor who will provide regular feedback and support. Each individual will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be recorded and copies made available to the individual. We will ensure that all personnel involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.



The Royal Scottish Pipe Band Association

Procedure for safe recruitment of staff and volunteers

The RSPBA recognises the necessity for appropriate governance of our recruitment procedures and its relationship with our Policy on Safeguarding Vulnerable Groups. We will address recruitment and selection of staff, adjudicators, assessors, instructors, volunteers and paid employees by doing the following.

- 1) We accept that it is our responsibility to check that all adults in positions requiring disclosure checks are members of the PVG scheme
- 2) We will ensure that every member of staff (paid and unpaid) will complete a Personal Profile Form.
- 3) We will make a request for previous addresses on application forms;
- 4) We will ask for the names of two referees who will be prepared to provide a written reference;
- 5) We will follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children and adults at risk. A record of this discussion will be kept in the applicant's file;
- 6) We will interview prospective staff (paid and unpaid);
- 7) We will note at interview all previous experience of staff (paid and unpaid) in working with children or adults at risk
- 8) We will carry out a probationary period for all staff (paid and unpaid) of at least 6 months;
- 9) We will ensure all staff (paid and unpaid) will be supervised as appropriate
- 10) We will notify Disclosure Scotland if anyone on the Disqualified from Working with Children List applies to work for or volunteer with our group'
- 11) We will ensure that all staff (paid and unpaid) are given Codes of Conduct to which they will be expected to adhere;
- 12) We will remove from unsupervised contact with children or adults at risk, any member of staff (paid and unpaid) whom we know or suspect to have caused harm to a child or adult at risk, or to have placed a child or adult at risk in danger of harm. We will notify Disclosure Scotland of our actions and the reasons for them, even if that person has left our Association.