



Recruitment and Selection of Staff & Volunteers

Introduction

- 1.1 **Scottish Pentathlon** is committed to achieving equality of opportunity in their recruitment, selection and appointment procedures and will promote non-discriminatory practices to achieve fair access to employment ensuring best practice by selecting the best person for the post with the skills to do the job.
- 1.2 **Scottish Pentathlon** actively promotes equality of opportunity for all potential employees who possess the right mix of talent, skills and potential and welcomes applications from a wide range of candidates. The selection of candidates for interview will be based on skills, qualifications and experience.
- 1.3 This policy incorporates all aspects of the Recruitment and Selection process:
 - identifying a vacancy and gaining authorisation
 - advertising a vacancy (internal and external)
 - selection of candidates
 - the interview process
 - making the appointment
 - reference requests
 - probation periods
 - recruitment of ex-offenders

Scope of Policy

- 2.1 **Scottish Pentathlon's** policy is to:
 - establish best practice to promote effective decision making in the appointment of employees
 - ensure a fair and consistent approach to recruitment and selection
 - apply the principles of equal opportunities consistently in all stages of the recruitment and selection process
 - ensure all vacancies are made available to all **Scottish Pentathlon** employees
 - ensure recruitment is solely on the basis of the applicants abilities and individual merit as measured against the criteria of the role
 - ensure every applicant is made aware of **Scottish Pentathlon's** Equality and Diversity in Employment Policy
 - ensure a gender balanced interview panel (where possible)
 - ensure all successful candidates are made aware of **Scottish Pentathlon's** probationary period
 - ensure all new starts receive a full induction within their first 3 months of employment

- ensure all new employees are fully aware of the organisation's expectations from their date of appointment
- ensure all new employees are fully aware of what is expected of them in terms of their role and responsibilities from their date of appointment
- ensure all new employees receive regular review meetings with their Scottish Pentathlon Board to monitor their progress throughout the period of probation
- ensure appropriate training is identified within the probation period to address any areas for development
- apply a fair and consistent approach to probationary periods

2.2 This policy applies to all recruitment and associated procedures to ensure a consistent approach to all types of recruitment, and applies to both existing employees of **Scottish Pentathlon** and all potential candidates who apply for employment.

3.0 Guidelines / Procedure

3.1 These guidelines are triggered when the Scottish Pentathlon Board recognises the need to recruit to a vacant or new position.

3.2 A vacancy is identified when an employee leaves **Scottish Pentathlon** or as part of a reorganisation where the requirement for a new post may be identified. In both cases, it is the responsibility of the Scottish Pentathlon Board to make a business case for the post to be replaced or filled (as appropriate).

It is at this stage that either a new job description is written and provided as part of the business case or the existing job description is reviewed to ensure it still meets the needs of the business and provided as part of the business case.

See Appendix 1 for a quick step guide to recruitment.

Options to Consider Prior to Recruiting

3.3 It is good practice to consider the following options before deciding to move straight to recruitment;

- the potential of reallocating work amongst existing team members
- developing an existing employee
- whether the post could be carried out through flexible working
- using temporary staff
- interim or contract employee

Identifying and Justifying the Need to Recruit

3.4 When a vacancy / need to recruit has been identified, the Scottish Pentathlon Administrator must complete the business case, which must be submitted to the appropriate Director(s) for authorisation and signed off before any further steps are taken. The business case must be attached to the Recruitment Authorisation Form (RAF) which can be found in **Appendix 2**.

3.5 The completed Recruitment Authorisation Form will provide the details for the proposed appointment as outlined below.

- **Job Title** - the title of the post to be filled
- **Department/Centre** – e.g. Corporate Services, Human Resources
- **Cost Centre** - where the salary budget is to be paid from
- **Type of Position** – whether the post is permanent, fixed term, seasonal, temporary. If fixed term, please specify dates
- **Replacement or Growth post** – please specify whether this is a replacement post or a growth position
- **Previous Postholder** – the name of the previous incumbent and date of leaving
- **Number of Vacancies** – how many people are needed?
- **Justification for Recruitment** – ‘Additional Headcount FTE’ paper justifying the need for additional headcount/FTE or redesign of post **must be attached**
- **Contractual Location** - please specify where the base location for this post is HQ, SIS or at one of the National Centres
- **Job Family** – which job family does the post sit in?
- **Weekly Hours of Work** – is it standard 37 hours per week or part-time?
- **Type of Disclosure Scotland Check** – Basic Disclosure of PVG
- **How is the Post to be advertised** – Internal or Internal & External
- **If external, where to be advertised** – names of websites and publications
- **Anticipated Advertising Date**
- **Anticipated Closing Date**
- **Anticipated Shortlisting Date**
- **Anticipated Interview Date**
- **Suggested Panel Members**
- **Is an Assessment Centre Required** – provide details of additional assessments i.e. presentations, practical assessments etc
- **Authorisation** – must be confirmed in the form of the signature from the Recruiting Manager / Scottish Pentathlon Administrator, Scottish Pentathlon Chair/Board for more senior positions.

Please note, dates for advertising, interview assessments etc should be agreed by all parties before the RAF is submitted to effectively manage the diaries of all parties.

Process for Completing and Approving Recruitment Authorisation Forms

3.6 The Recruiting Manager/Scottish Pentathlon Administrator will develop the initial proposal in conjunction with the Scottish Pentathlon Chair and sportscotland Partnership Manager.

The proposal (RAF and where necessary the business case) is taken to the Scottish Pentathlon Board to seek feedback and gain buy-in.

Scottish Pentathlon Board sign off or provide appropriate feedback

Please note:

- only fully completed RAF's with an accompanying business case will be submitted to the Scottish Pentathlon Board.

To ensure the RAF is submitted timeously to the Scottish Pentathlon Board, it must be submitted **no later than** 14 days prior to the post being advertised (this date should have been agreed in the original Business case).

The Scottish Pentathlon Board will return the approved RAF's to the Recruiting Manager/Scottish Pentathlon Administrator no later than 7 days prior to the post being advertised.

Advertising the Vacancy

- 3.7** Following Scottish Pentathlon Board approval of the post, The Recruiting Manager / Scottish Pentathlon Administrator will arrange for adverts to be placed and vacancy details circulated.
- If there is potential to recruit a migrant worker into the role, advertising must be in line with the relevant UK Borders Agency Code of Practices. The Recruiting Manager / Scottish Pentathlon Administrator will ensure the appropriate labour market tests have been done in accordance with the UK Border Agency.
- 3.8** Any contact with recruitment agencies should be made through the Recruiting Manager / Scottish Pentathlon Administrator.

Method and Deadlines for Applications

- 3.9** All vacancies are advertised on the **Scottish Pentathlon** site: <http://scottishpentathlon.org> and the sportscotland website: http://www.sportscotland.org.uk/jobs/other_vacancies/ and only electronic copies of applications will normally be considered.
- 3.10** All applications must be on the **Scottish Pentathlon** application form which is available via email from the Recruiting Manager / Scottish Pentathlon Administrator.
- 3.11** Candidates are requested to complete the Equal Opportunities information as part of the recruitment registration process.
- 3.12** The deadline for submitting an application for a vacancy is midnight of the day the vacancy closes unless otherwise stated. Any application received after this date and time will not be considered.

Selection of / Short Listing of Candidates

- 3.13** Following the closing date of the vacancy, Recruiting Manager / Scottish Pentathlon Administrator will ensure all applications received have been duly logged.
- 3.14** The Recruiting Manager / Scottish Pentathlon Administrator will forward the applications along with short listing criteria form to the Scottish Pentathlon Board. The short listing form should be completed for each application received to allow the availability of feedback information should any candidate request it. **See Appendix 4.**

All candidates will be given one of the following overall short listing codes:

- 1 Recommended for Interview
- 2 Reserve Candidate
- 3 Poor Quality of Application
- 4 Lack of Relevant Experience
- 5 Inappropriate / Unsuitable / Lack of Qualifications
- 6 Other candidates better matched
- 7 Other (please specify)

3.15 The Recruiting Manager / Scottish Pentathlon Administrator should complete the short-listing process and separate applications into the following categories before passing back to Scottish Pentathlon Board:

- Interview
- Reserve (if required)
- Not Selected

Scottish Pentathlon is positive about disabled people. If a candidate has disclosed a disability and they meet the minimum criteria for the vacancy, they will be guaranteed an interview.

Interview Process

3.16 The interview process should have been considered and agreed as part of the Recruitment Authorisation Form. This includes dates for interviews, interview panel members etc. Options for consideration are:

- Interview only
- Additional practical task (either provided in advance or on the day)
- Additional presentation to interview panel
- Additional presentation to extended panel (i.e. Heads of Department/Discipline, Key Stakeholders)

3.17 Interview panels will be of no fewer than two and usually no greater than four panel members. The sportscotland Partnership Manager will normally be present at all interviews and, where possible, panels will have a gender balance.

3.18 The Recruitment Manager / Scottish Pentathlon Administrator will notify those candidates shortlisted for interview, in writing, giving at least one weeks notice of the arrangements. See **Appendix 4**.

Candidates may be requested to bring to interview proof of their highest qualification if stated as an essential criteria in the job description and any other qualifications which are relevant to the post.

3.19 All members of the interview panel must complete the associated interview paperwork i.e. interviews notes, presentation notes etc. These should then be passed back to the Recruiting Manager / Scottish Pentathlon Administrator following the process.

3.20 The Recruiting Manager / Scottish Pentathlon Administrator should complete the Employee Offer Checklist and pass to the Scottish Pentathlon Chair for approval before processing.

Internal Candidates

3.21 Where there are internal candidates being interviewed for a vacancy, consideration must be given to the potential opportunity for internal promotion and/or succession planning. Any consideration, however, must be given within a view to ensuring the successful candidate is the best person for the role.

Interview Expenses

3.22 Scottish Pentathlon will not cover the costs incurred from candidates attending an interview(s).

Making the Offer

- 3.23** The starting salary for any appointment must be made in accordance with the Pay Policy. This will normally be the first point of the Job Family in which the role sits.
- 3.24** The EOC form should be completed and passed to the Recruiting Manager / Scottish Pentathlon Administrator to provide the details of the offer to be made i.e. salary, terms and conditions etc. as per the previously approved Recruitment Authorisation Form. Additional approval from the relevant Head of Department and/or Director may be necessary for senior positions. See **Appendix 5**.
- 3.25** The completed Employee Offer Checklist will provide the details for the proposed appointment as outlined below.
- **Job Title** – as per the Recruitment Authorisation Form
 - **Department** – as per the Recruitment Authorisation Form
 - **Type of position with exact dates** – Permanent/Fixed Term. If fixed term, state dates.
 - **Contractual Base Location of address** – please provide full address of where the person will be based
 - **Applicants details** – please state name, address, telephone
 - **Job Family**
 - **Starting salary** – salary to be offered
 - **Hours of Work / Work Pattern**
 - **Annual Leave Entitlement**
 - **Effective Start date (if known)** – Please state effective start date.
 - **Is the applicant eligible to work in the UK?**
- 3.26** The Recruiting Manager / Scottish Pentathlon Administrator, together with the sportscotland Partnership Manager and Scottish Pentathlon Chair, should agree a proposed start date for the appointee, bearing in mind the individual's notice period with their current employer and timescales for pre-employment checks to be carried out. The Recruiting Manager / Scottish Pentathlon Administrator can advise and negotiate notice periods for successful internal applicants.
- 3.27** The Recruiting Manager / Scottish Pentathlon Administrator should also complete the ICT User Request Form, providing the details of the software and hardware required for the employee to carry out their role.

The ICT User Request Form can be obtained through the Scottish Pentathlon Administrator.

Recruitment Relocation Allowance

- 3.28** Scottish Pentathlon does not provide a relocation allowance.

Pre-Employment Checks

- 3.29** All offers of employments made by **Scottish Pentathlon** will be conditional upon the following:
- receipt of satisfactory references
 - Disclosure Scotland or Protecting Vulnerable Groups Scheme (PVG) check (dependant on role)
 - proof of eligibility to work in the UK
 - qualifications

In addition, some positions at the **Scottish Pentathlon** institute of sport may be conditional upon confirmation of Hepatitis B status.

Reference Requests

3.30 The Recruiting Manager / Scottish Pentathlon Administrator will write to request references for all new appointments. A minimum of two references are required and at least one reference must be from the candidate's present or last employer, and must contain the following information:

- dates of current and/or most recent employment
- job title and a brief description of key duties
- attendance record
- overall performance
- whether the person resigned from their post or was dismissed

3.31 In the event that a reference is received containing information which is negative or adverse to the candidate, or contradicts information provided by the candidate, the Recruiting Manager / Scottish Pentathlon Administrator will seek further clarification which may result in a further interview or additional reference details.

Only in this instance will Recruiting Manager / Scottish Pentathlon Administrator contact the Scottish Pentathlon Chair to discuss the contents of a reference.

3.32 Where the appointee has requested a referee not be contacted then the Recruiting Manager / Scottish Pentathlon Administrator will confirm when they become contactable.

Induction

3.33 All new employees of **Scottish Pentathlon** will receive a full induction within the first 3 months of starting their employment.

The Induction Policy is available from the **Scottish Pentathlon Administrator**.

Probation

3.34 All new employees of **Scottish Pentathlon** must complete a probationary period prior to having their appointment confirmed. The purpose of a probationary period is to allow both the organisation and the employee time to assess suitability for continued employment in a new role.

When continued employment is subject to satisfactory completion of the probationary period, it is vitally important that a formal and structured approach to reviews and assessments is taken during this period.

3.34 All new employees recruited on open/permanent contracts must successfully complete a six month probationary period prior to their employment being confirmed.

3.36 All new employees recruited on a Fixed Term basis of one year or less must successfully complete a period of probation in line with the actual length of their contract e.g.

| | |
|-----------------------|-----------------------------|
| 6 month F/T contract | 1 month period of probation |
| 12 month F/T contract | 2 month period of probation |
| 18 month F/T contract | 3 month period of probation |
| 24 month F/T contract | 4 month period of probation |

3.37 The notice period during the probationary period is one week. This is for both the employee and **Scottish Pentathlon**.

3.38 Following satisfactory completion of the probationary period, and employment has been confirmed, the notice period reverts to that applicable to the employees post, and as detailed in their Statement of Particulars. This will be either one or three months notice for both employee and **Scottish Pentathlon**.

3.39 It is the Scottish Pentathlon Administrator's responsibility to clearly communicate what is expected of the employee from the outset of this process.

The job description and any relevant **Scottish Pentathlon** policies, such as Attendance Management, Disciplinary or Capability and should be used to aid this process with consideration given to the level of performance required for the particular post.

The Scottish Pentathlon Board and sportscotland Partnership Manager must set Key Performance Indicator's (KPI's) during the probationary period and formally measure, monitor and record the employees progress against these.

3.40 Regular meetings should be arranged to monitor progress in line with the length of the probationary period. As a guide these should take place at least in the 1st, 3rd and 5th month, however it is recommended that the Scottish Pentathlon Chair or Board meets the employee monthly.

The purpose of these meetings is to:

- discuss how the employee's probationary period is progressing
- discuss the employee's performance against the set key performance indicators
- discuss the employee's understanding of what is expected of them
- discuss and agree ongoing training requirements
- provide the employee with the opportunity to raise any concerns or issues

3.41 In addition to the key performance indicators, employees should also be monitored against the following key areas. Please note these are examples under each heading and are not exhaustive:

Capability

- Is the employee developing the necessary expertise at a satisfactory rate?
- Are they developing their skills/knowledge/ability to allow them to do the job?
- Has the employee had sufficient time to consolidate knowledge?
- Is training/more training required?
- Do they have access to the appropriate equipment?
- Is their work station and working environment suitable?
- Has their attendance at work and time keeping at work been satisfactory?

Conduct

- Is the employee's general conduct acceptable?
- Does the employee show respect for colleagues?
- Does the employee follow **Scottish Pentathlon's** policies?
- Has the employee's interest in the job and **Scottish Pentathlon** developed? If not, why not?

Working Relationships

- How well is the employee fitting into the team/organisation?
- How well is the employee developing internal and external working relationships?
- What are the key working relationships which have been built so far?
- Are there any issues with working relationships? How can they be resolved?

Decision Making

- Is the employee comfortable making decisions in line with the responsibilities of their post?
- Does the employee know who and when to ask for additional information?

Communication

- How is the employee communicating with the Scottish Pentathlon Board, team colleagues?
- Are they able to adapt their communication style as appropriate?
- How is the tone of their communication?

- 3.42** All probationary meetings should be recorded using the Probationary Review Template. See **Appendix 6**.

A copy of all paperwork from these review meetings should be passed back to the Scottish Pentathlon Administrator to retain in the employee's personnel file.

- 3.43** Following the five month review meeting, the Scottish Pentathlon Administrator will contact the Scottish Pentathlon Board to ascertain whether the probation period has been satisfactorily completed. If the employee's progress and performance has been satisfactory, the Scottish Pentathlon Administrator will issue the employee with a letter confirming their appointment. Once the appointment has been confirmed notice periods will revert to those stated in the employees Statement of Particulars.

If, during the course of the probation period, the employee is not reaching or showing the potential to reach the required level of performance, the Scottish Pentathlon Board seek guidance from the Scottish Pentathlon Administrator and/or sportscotland Partnership Manager to consider possible options going forward.

It is important to involve sportscotland at the earliest possible stage as possible options will depend on how far through the probation period the employee is. Any action taken will depend on the nature of the shortfall i.e. quality of work, attitude, relationships, attendance etc. Options to consider in this situation are:

- Provision of further training and/or coaching in the technical aspects of the role and/or competencies
- Further explanation of **Scottish Pentathlon** policies and guidelines e.g. attendance management etc
- Provision of a 'buddy' (colleague or peer within the team) to further enable integration with the team

Notice Periods

- 3.44** Employees in Job Family 1 are required to give 1 months notice on tendering their resignation.

Employees in Job Family 2 (Management Positions) are required to give 3 months notice on tendering their resignation.

Rehabilitation and Recruitment of Ex-Offenders

- 3.45** All **Scottish Pentathlon** employees are required to have a Disclosure Scotland or PVG Scheme check carried out (dependant on role). All candidates invited to attend an interview will be advised during the recruitment process that a Disclosure or PVG Scheme check will be requested in the event of the individual being offered the position.

3.46 In line with the Rehabilitation of Offenders Act 1974, **Scottish Pentathlon** will only ask about convictions which are defined as “unspent” in terms of that Act, unless the nature of the position is such that **Scottish Pentathlon** is entitled to ask questions about an individual’s entire criminal record for example, positions which involve unlimited access to children or vulnerable adults.

3.47 At interview, or under separate discussion, **Scottish Pentathlon** will undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Failure to disclose relevant offences which later come to light will result in employment being terminated without notice.

Scottish Pentathlon undertakes to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment.

3.48 **Scottish Pentathlon** will ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. **Scottish Pentathlon** also ensure these individuals have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).

3.49 **Scottish Pentathlon** undertakes to make every subject of a Disclosure aware of the existence of the Disclosure Policy and to make a copy available on request.

VOLUNTEERS (including WORK EXPERIENCE)

3.50 Applications for Volunteers (including Work Experience/Placements) will be considered on a case by case basis by the Scottish Pentathlon Board / Administrator. Further guidance is available from the sportscotland HR Department.

Further details can be found in the Volunteering & Work Placements Policy.

RECORDS

3.51 The Scottish Pentathlon Administrator will maintain and record all documents relating to the recruitment process, including applications, short listing information and interview decisions for a period of four months from the date of selection.

If a complaint has been submitted relating to an appointment process, the relevant records will be kept until the complaint is resolved.

RESPONSIBILITIES

3.52 Employees have a personal responsibility to:

- be accountable for their own performance and behaviour at work and when representing **Scottish Pentathlon**
- perform to the standards expected of them
- contribute constructively to meetings to discuss their performance
- work with their Scottish Pentathlon Chair or Board to address any issues that may be affecting their performance.

3.53 The Scottish Pentathlon Board has a responsibility to oversee:

- the recruitment and selection decisions made within their area and comply with this policy
- manage and review the probation period of any new employee within their team
- manage the induction process for their new employees

3.54 The Scottish Pentathlon Administrator will monitor and support the implementation of this policy and will provide professional advice and support to employees on policy and procedure.

In addition, will:

- co-ordinate all administration and monitor the application of the recruitment and selection procedures and practices
- provide a co-ordinating role in the provision of appropriate training across **Scottish Pentathlon**
- approve proposals to amend or supplement the recruitment process to meet the needs of the business (where appropriate) such as the appropriateness for candidate testing techniques.
- ensure a representative from sportscotland is present on all interviewing panels, where appropriate.
- advise on the probation procedure as appropriate
- co-ordinate all administration during the probationary period
- ensure all employees are notified via the e-bulletin of new starts

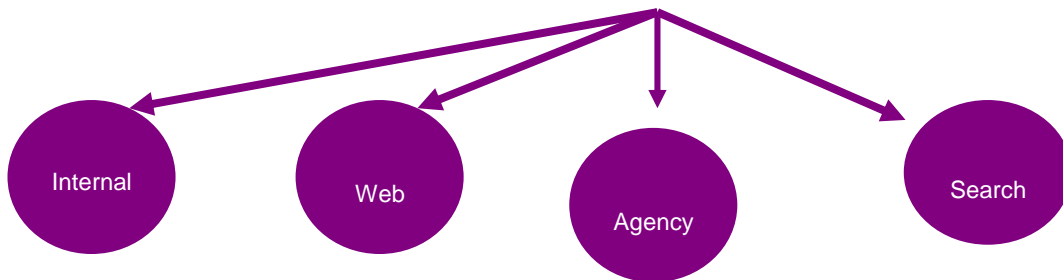
4.0 Compliance

4.1 Employees who do not support this policy and procedure may be subject to disciplinary action.

4.2 Compliance with this policy will be monitored by the Scottish Pentathlon Administrator, Board and Chair.

Appendix 1 - Quick User Guide to Recruitment

- 1 Recruiting Manager/ Scottish Pentathlon Administrator will arrange for **Recruitment Authorisation Form** (RAF) with job description and business case to be approved by the Scottish Pentathlon Board it must be submitted **no later than** 14 days prior to the post being advertised (this date should have been agreed in the original Business case).
- 2 Recruiting strategy should be discussed and agreed, where possible, prior to approval.
- 3 The Recruiting Manager/ Scottish Pentathlon Administrator will advertise the vacancy as agreed. Depending on the role other channels will be used in the most cost effective way.



- 4 Following the closing date, the Recruiting Manager / Scottish Pentathlon Administrator will forward applications and short listing criteria to the Scottish Pentathlon Board for candidate selection.
- 5 The Scottish Pentathlon Board will inform the Recruiting Manager / Scottish Pentathlon Administrator who they wish to Interview/Reject. Details of interview date(s) and panel members (must include a member of sportscotland) should have previously been agreed as part of the RAF process. The Recruiting Manager / Scottish Pentathlon Administrator will arrange interviews. Interviews are conducted.
- 6 The Recruiting Manager / Scottish Pentathlon Administrator gives candidate interview feedback in order that step 7 can take place. An offer will not be given until all interview notes and Employee Offer Checklist have been returned to the Recruiting Manager / Scottish Pentathlon Administrator.
- 7 The, Scottish Pentathlon Chair in conjunction with the Recruiting Manager / Scottish Pentathlon Administrator, will make a verbal offer to the candidate, as per the details signed off in the EOC and the Recruiting Manager / Scottish Pentathlon Administrator will issue the written offer to the successful candidate.
- 8 Candidate returns signed documentation and the Recruiting Manager / Scottish Pentathlon Administrator arranges the induction for their new start prior to their start date. See Induction Policy for more details.

Appendix 2 – Recruitment Authority Form (RAF)

| Section A – To Be Completed by the Recruiting Manager/Scottish Pentathlon Administrator | |
|---|---|
| Job Title: | |
| Department/Centre: | |
| Type of Position: (with dates where applicable) | Permanent / Fixed Term / Seasonal (please delete as appropriate) |
| Is this a New or Replacement post? | New or Replacement (please delete as appropriate) |
| If replacing an existing role, please provide name of previous incumbent & Date of leaving: | |
| Number of Vacancies: | |
| Justification for Recruitment: | PLEASE ATTACH |
| Contractual Location (i.e. HQ / SIS / National Centre): | |
| Job Family: | |
| Weekly Hours of Work: | <input type="checkbox"/> Full time (37 hrs) <input type="checkbox"/> Part time (please specify) |
| Type of Disclosure Check: | Basic Disclosure / PVG (Please delete as appropriate) |
| How is the post to be advertised? | <input type="checkbox"/> Internal (Scottish Pentathlon) Only <input type="checkbox"/> Internal and External |
| If external, please tick where the post is to be advertised: (*please specify) | <input type="checkbox"/> s1jobs <input type="checkbox"/> External/Partner Web Site* <input type="checkbox"/> Newspaper* <input type="checkbox"/> Specialist Periodical* <input type="checkbox"/> Other* |
| Anticipated advertising date: | |
| Anticipated closing date: | |
| Anticipated shortlisting date: | |
| Anticipated interview date: | |
| Suggested panel members: | |
| Is an assessment required e.g. presentation? If yes, please provide details | |

Appendix 3 – Background, Implications and Recommendations

Background

This proposal provides some background information relating to the requirement for the new post, the rationale for the increase in staff, in annual spend and how this relates to the implementation of **Scottish Pentathlon's** Strategic Plan.

Implications for Scottish Pentathlon

Risks

This proposal has identified any risks associated with this resource requirement, in accordance with **Scottish Pentathlon's** risk management framework and process

Budget

This proposal has identified the budget required for the new post and details any cost saving that can be made in relation to existing arrangements.

Recommendations

This proposal has identified what Scottish Pentathlon are asking for, i.e. the rationale for the request and the financial impact on Scottish Pentathlon's budget.

This proposal specifies whether it is a permanent or fixed term request and where applicable appropriate dates should be provided.

Appendix 5 – Employee Offer Checklist (EOC)

| SECTION A – To Be Completed by the Recruiting Manager / Scottish Pentathlon Administrator | |
|---|---------------|
| Candidate's Full Name: | |
| Job Title: | |
| Department: | |
| Type of Position (with dates where applicable): | |
| Contractual Address: | Base Location |
| Job Family: | |
| Starting Salary: | |
| Hours of Work: | |
| Work Pattern: | |
| Effective Start Date (if known): | |

| SECTION B – To Be Completed by the Recruiting Manager / Scottish Pentathlon Administrator | | | |
|---|--|-----------------|--|
| Eligibility to Work in UK | | | |
| Annual Leave Entitlement | | Public Holidays | |

| SECTION C – To Be Completed by the Recruiting Manager/Scottish Pentathlon Administrator, sportscotland Partnership Manager, Scottish Pentathlon Director & Scottish Pentathlon Chair | | | |
|--|------|-----------|---------------|
| Authority Level | Name | Signature | Date Approved |
| the Recruiting Manager/Scottish Pentathlon Administrator (must always sign) | | | |
| sportscotland Partnership Manager (must always sign) | | | |
| Director | | | |
| Chair | | | |

Scottish Pentathlon Office Use only

Scottish Pentathlon Administrator

| | | | |
|--------------------|--|--------------|--|
| Received by | | Date: | |
| Actioned by | | Date: | |

Payroll Use only

| | | | |
|----------------------|--|--------------|--|
| Authorised by | | Date: | |
| Payroll | | | |

Appendix 6 - Probation Monitoring Form

Name: _____
Start Date: _____

Position _____ Department: _____

Probation Period: _____ wks/mths Scottish Pentathlon Chair: _____

Probationary meeting no ____

(Please refer to the Probation Section of the Recruitment & Selection Policy when completing this form)

| Competencies: | Comments/Action required: |
|------------------------|---------------------------|
| Team working | |
| Decision Making | |
| Managing Relationships | |
| Communication | |

(Please refer to the Probation Section of the Recruitment & Selection Policy when completing this form)

| | |
|--|----------------------------------|
| | Comments/Action required: |
| Work Quality and Output | |
| Attitude | |
| Relationships | |
| Conduct | |
| Additional Comments (Please also consider any output from the individual's Induction Programme): | |
| Manager Signature: | Date: |
| Employee Signature: | Date: |
| <i>Provide 1 Copy to employee/1 copy to SP Administrator</i> | |

Appendix 7 – Application Form

APPLICATION FORM - TEMPLATE

Staff/Volunteer role applied for:

1. Personal Details:

| | | | |
|--|--|--|--|
| Forename(s) | | Surname | |
| Any previous name by which you've been known | | | |
| Address | | Home Tel No | |
| | | Work No (please state if you don't wish to be contacted at work) | |
| Postcode | | Mobile No | |
| | | Email Address | |

2. Current Employment:

| | | |
|-----------------------------|--|----------------------|
| Employer's Name and address | Position: | Date appointed: |
| | Salary: | Additional benefits: |
| | Notice required and reason for leaving: | |
| | Please outline your duties and responsibilities: | |

3. Previous Employment (start with most recent)

| From - To | Employer's Name and address | Post held | Reason for leaving |
|-----------|-----------------------------|-----------|--------------------|
| | | | |

4. Education and qualifications

| From-To | Secondary Schools, Colleges, Polytechnics, Universities and other Institutions (indicate full or parttime) | Qualifications |
|---------|--|----------------|
| | | |

5. Other training and qualifications

| From-To | Please give details of any training courses (e.g., coaching courses etc) or qualifications relevant to this application | Qualifications |
|---------|---|----------------|
| | | |

6. Supporting Statement

Please state how you think your skills and experience match the requirements of the job description and give your reasons for applying. Please include any relevant voluntary work (with dates) and technical skills which we should know about.

7. Additional Information

Please tell us if you feel we will need to provide any additional support to enable you to fulfil this role e.g. in relation to health, mental health or disability.

8. Interview Availability

Please advise of any dates you would be unable to attend an interview.

9. The Vacancy

How did you learn of this vacancy?

10. References

| | | | |
|--|---------|-------------------------------|----------|
| Please give details of two referees (preferably with first-hand knowledge of your previous work with children). References from relatives will not be accepted. Let us know if you do not want us to contact a referee prior to interview. | | | |
| Name | Name | | |
| Address | Address | | |
| | | Postcode | Postcode |
| Tel No | Tel No | | |
| How do they know you? | | How do they know you? | |
| How long have they known you? | | How long have they known you? | |

11. Declaration

Data Protection Act In order to recruit to the post **Scottish Pentathlon** will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent I consent to the processing of personal information in the way described. As this role is regulated work with children, I consent to **Scottish Pentathlon** requesting a Scheme Record/Scheme Record Update (as appropriate) under the Protection of Vulnerable Groups (Scotland) Act 2007.

Declaration I declare that to the best of my knowledge the information given on the form is true and correct. I understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from my application.

Signed _____

Date _____

To be completed by Human Resources/Child Protection Officer¹

I confirm that I have seen the following identification documents relating to **[insert name of applicant]**:

1.

2.

Note: At least one form of identification must be photographic.

Signed _____

Date _____

Print _____

name _____

Position _____

Appendix 8 – Self

SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN – TEMPLATE

Please read this form in conjunction with the PVG Scheme Q&A guidance notes.

It is the policy of **Scottish Pentathlon** that anyone applying to do regulated work with children is required to complete a self-declaration form as part of the recruitment process.

'Regulated work with children' posts are exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions Scotland Order 2010. Candidates are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information. For further information refer to the **Scottish Pentathlon** policy on the Recruitment of Ex Offenders.

Please note that any information you give in this form will be managed according to the **Scottish Pentathlon** Data Protection Policy.

Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and the nature of the position.

Completing the form:

1. Please give details regarding any convictions and cautions under the heading in **Section 1**.
2. Please provide details of any disciplinary action in **Section 2**.
3. Please give details of any relevant non-conviction information in **Section 3**.
4. If you have no convictions, cautions, or relevant non-conviction information please go to **Section 4** and sign the declaration in **Section 5**.
5. Return the form in a sealed envelope marked 'Private and Confidential – Self Declaration' to **[insert name and address]**. Please do not put your completed application/registration form in the same envelope. **It is important that the forms are kept separate.** Your completed self-declaration form will only be seen by individuals in the organisation who have a responsibility for recruiting staff and volunteers.

PERSONAL DETAILS

| | | | |
|------------|--|---------|--|
| Title: | | Tel No: | |
| Full Name: | | E-mail: | |
| Address: | | | |
| Post Code: | | | |

ROLE DETAILS

Role being applied for / volunteering for:

Section 1 – Convictions and Cautions

| | |
|----|---|
| a) | Please give the date and details of the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard. |
| b) | Please give details of the reasons and circumstances that led to your offence(s). |
| c) | Has any other organisation(s) supported you to work through any of the above issues? |
| d) | Please give details of how you completed the sentence imposed, (for example did you pay your fine as required, what conditions were attached to your probation/community service/supervised attendance order, did you comply with the requirements of your order/custodial sentence etc)? |
| e) | What have you learned from the experience? |

Section 2 – Details of any disciplinary action in relation to children

| |
|--|
| Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm? YES/NO If YES, please give details. |
|--|

Section 3 – Relevant non-conviction information (including any police information)

| | |
|----|--|
| a) | Please provide details of investigations, reasons and circumstances that led to your investigation(s) and disposal if known. |
| b) | Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? YES/NO If yes, please provide details |

Section 4 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the *Protection of Vulnerable Groups (Scotland) Act 2007* (PVG Act):

1. *Section 34* of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.
2. *Section 35* of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual barred from that work.
3. A person is barred from regulated work with children if they are:
 - The subject of an automatic listing (under *section 14* of the PVG Act).
 - Included in the PVG Children’s List (and, by default, the Independent Safeguarding Authority Children’s List which covers the rest of the UK) under *section 15* of the PVG Act.
4. Under *section 12* of the PVG Act an individual can be ‘considered for listing’ as information on their suitability to work with children is assessed.

*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under ‘consideration for listing’ as set out in section 12 of the same Act.

OR

*I am under ‘consideration for listing’

*(delete as appropriate)

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal.

I understand that deliberately giving false information can result in prosecution.

Signed: _____ **Date:** _____

Section 5 – Declaration

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I will assist **Scottish Pentathlon** to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
3. I agree to inform **Scottish Pentathlon** if I am convicted of an offence while a member of staff/volunteer with the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and/or the termination of my services.
4. If I become considered for listing, I understand this will result in precautionary suspension.
5. I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work for the organisation or the termination of my services.

Signed: _____ **Date:** _____

PVG SCHEME Q&A GUIDANCE NOTES - TEMPLATE

The Protection of Vulnerable Groups (Scotland) Act 2007 introduced the PVG Scheme for those in regulated work with children and protected adults. Disclosure Scotland holds a Children's List and an Adult's List of individuals barred from regulated work with children and/or protected adults.

For the purposes of our organisation and in line with our Procedure for the Recruitment and Selection of Members of Staff/Volunteers in regulated work with children, we require you to become a PVG Scheme member.

Regulated work with children includes:

- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children - having unsupervised access to children - being a host parent.

1. Does the legislation state I need to be a PVG Scheme member to work with children?

No. It is not a legal requirement for you. However, it is a legal requirement of our organisation to ensure that we do not employ an individual (paid or unpaid) who is on the Children's List and therefore barred from working with children. That is why we are asking you to become a PVG Scheme Member. This is the only way we can check you are not barred. We want to ensure that we are safeguarding the children in our organisation to the best of our ability.

2. What do I need to do to become a PVG Scheme member?

We have identified that the role you are applying for is regulated work with children. If we wish to appoint you to this post you will have to be a PVG Scheme member. To join the PVG Scheme, it is necessary to complete a form applying for a Scheme Record and have your identification verified. A copy of your Scheme Record, with your own unique identification number, is then issued to you and to this organisation. You will remain a Scheme member for life or until you are no longer involved in regulated work with children.

3. What if I have previous convictions/non-conviction information?

Having a criminal record will not necessarily prevent you from working in our organisation. Any relevant vetting information disclosed on your Scheme Record will be considered in relation to the position you have applied for. By disclosing this information in the self-declaration form, you will have had the opportunity already to make us aware of this information and provide some details. If required, we will invite you to a meeting to discuss this further (if this did not happen at interview) to ensure we have as much of an understanding as possible with regards to your situation.

4. What are Scheme Record Updates?

As part of our ongoing commitment to safeguard children in our organisation, we will require those in regulated work with children to complete self-declaration forms every two/three² years as well as complete a Scheme Record Update. This provides both you and our organisation with any updated information on your Scheme Record.

5. How much will it cost?

Insert here the costs your organisation will charge for a Scheme Record and a Scheme Record Update or state that there is no charge.