

## Safer Recruitment – Good Practice Guidelines

World Rowing is committed to providing a safe environment for all participants in rowing. This document aims to provide guidance on good practices to follow when recruiting and appointing volunteers and paid staff and in establishing their suitability to work with children and vulnerable adults including elite athletes.

Following safer recruitment processes helps provide a safer environment. It can deter unsuitable people from applying and identify those with a record of poor behaviours and/or who may pose a risk to the sport and its participants. It should be recognised however that it will never guarantee that the risk of employing or deploying someone unsuitable is removed altogether.

### Safer Recruitment Guidelines

1. **Fair process** - Treat all applicants in a fair and consistent manner.
2. **Job/role description** – Develop and publish a job/role description which clearly explains the role and responsibilities and specifies the skills and experience required to fulfil the role.
3. **Application form** - An application or nomination form should be used to request the information required for the job/role in question. The form should include in particular:
  - verification of the applicant's identity
  - a self-declaration integrity check section
  - details of the recruitment protocol that will be followed including any references and checks required
4. **Interviews** - It is important that shortlisted applicants are interviewed and that the information set out on the application form is explored appropriately. Assess the candidate's suitability:
  - Consider their relevant qualifications and experience.
  - Ascertain if they have undertaken roles in a sports organisation or club or any other role that involved working directly with children, vulnerable adults or elite athletes.
  - Consider their attitudes and commitment to safeguarding and athlete well-being.
  - Ask them if they have ever been refused work that involved having contact with children, vulnerable adults or elite athletes.
  - Ask them if there is anything else that the organisation should know that could affect their suitability to work with children, vulnerable adults or elite athletes.
5. **References** – At least two referees should be required even if the person is known by you/the organisation.
  - References should not be from a person who is related to the applicant.
  - One of the referees should be the applicant's most recent employer or equivalent.
  - Both referees should be contacted to ensure they are aware of the job/role the applicant is applying for. A reference may be taken orally but you should make a written note of any discussion and file it securely.
  - Follow up on any written references by phone prior to making an offer of appointment.
  - Ask directly if the referees know of any reason why you should not employ them in a role with access to children, vulnerable adults or elite athletes.
6. **Criminal Record Checks and the legal framework** - Be sure to comply with any legal requirements in countries where criminal records or safeguarding checks are mandatory. Where voluntary checks are possible this is highly recommended.