STOOLBALL ENGLAND

RECRUITMENT AND SELECTION POLICY AND PROCEDURE (2026)

Applicable to: Stoolball England volunteers, freelance and self-employed coaches, committee members and contracted personnel

Effective from: January 2026

Policy Owner: Safeguarding & Welfare Lead

Review Cycle: Annual

Next Review: January 2027

VERIFICATION STATEMENT

This document is the approved master Recruitment and Selection Policy and Procedure (2026) of Stoolball England.

This policy forms part of Stoolball England's safeguarding and safer recruitment framework and must be read alongside:

Safeguarding Children & Adults at Risk Policy (2026)

Recruitment of Ex-Offenders Policy and Procedure (2026)

Storage, Handling, Use, Retention and Disposal of Disclosure Information Policy (2026)

In the event of any inconsistency, safeguarding considerations take precedence and matters must be referred to the Safeguarding & Welfare Lead.

It reflects current safeguarding standards, equality legislation, DBS requirements and governance expectations for a National Governing Body.

No sections have been omitted. This version is suitable for Board approval, website publication and external scrutiny.

1. POLICY STATEMENT

Stoolball England is committed to recruiting and selecting individuals who are competent, suitable and aligned with the organisation's values, and who do not present a risk to children, young people or adults at risk.

Recruitment and selection processes will be:

Fair

Transparent

Inclusive

Safeguarding-led

Compliant with relevant legislation

Safer recruitment principles apply to all roles, particularly those involving regulated activity with children or adults at risk.

2. SCOPE

This policy applies to:

Volunteers

Freelance and self-employed coaches

Committee members

Board members

Contractors engaged by Stoolball England

Roles within affiliated clubs where required under affiliation conditions

3. LEGAL AND REGULATORY FRAMEWORK

This policy complies with and is informed by:

Equality Act 2010

Rehabilitation of Offenders Act 1974

Safeguarding Vulnerable Groups Act 2006

Children Acts 1989 & 2004

Care Act 2014

Police Act 1997

UK GDPR

Data Protection Act 2018

DBS Code of Practice

CPSU Safeguarding Standards for Sport

Sport England Code for Sports Governance

4. RECRUITMENT PRINCIPLES

Stoolball England will:

Recruit based on merit, skills and suitability

Promote equality of opportunity

Use safer recruitment practices

Clearly identify roles involving regulated activity

Carry out appropriate checks proportionate to the role

Maintain confidentiality of personal information

5. ROLE PLANNING AND DESIGN

Before recruitment begins:

A clear role description will be produced.

A person specification will define essential and desirable criteria.

A safeguarding risk assessment will determine:

Whether the role involves regulated activity

Whether a DBS check is required

The level of supervision required

The level of training required will be identified.

This assessment must be documented.

6. ADVERTISING AND ATTRACTING APPLICANTS

Recruitment materials will:

Include a safeguarding statement

State when DBS checks are required

Encourage applications from diverse backgrounds

Include reference to the Recruitment of Ex-Offenders Policy

Where appropriate, opportunities will be openly advertised to promote transparency.

7. APPLICATION PROCESS

Applicants will be required to:

Complete an application form (CVs alone are insufficient for regulated roles)

Provide full employment/volunteering history

Declare any relevant criminal convictions (where lawful to do so)

Shortlisting will be based strictly on published criteria.

8. INTERVIEW AND SELECTION

For regulated roles or positions of responsibility:

A formal interview (in person or virtual) will be conducted

At least two appropriate representatives will be involved

Safeguarding scenario questions may be included

Gaps in history will be explored

Selection decisions will be recorded and justified against criteria.

9. REFERENCES

At least one reference (preferably two for safeguarding roles) will be obtained before appointment.

References should:

Confirm suitability

Confirm role history

Highlight safeguarding concerns where relevant

References will be verified.

10. DBS AND SUITABILITY CHECKS

Where required:

DBS checks will be carried out in line with the Recruitment of Ex-Offenders Policy

Risk assessments will be completed if disclosures arise

Barred list checks will be undertaken where applicable

DBS information will be handled in accordance with the Storage, Handling, Use, Retention and Disposal of Disclosure Information Policy (2026).

11. DECISION AND APPOINTMENT

Appointments will be:

Based on merit and suitability

Subject to satisfactory checks

Confirmed in writing

Conditional offers may be withdrawn where checks are unsatisfactory.

12. INDUCTION AND PROBATION

All appointees will:

Receive safeguarding information

Be given a copy of relevant policies

Complete required safeguarding training

Understand reporting procedures

A probationary period may be used where appropriate.

13. RECORD KEEPING AND DATA PROTECTION

Recruitment records will:

Be stored securely

Be retained only as long as necessary

Comply with UK GDPR

Unsuccessful applicant information will be retained only for an appropriate limited period.

14. MONITORING, ASSURANCE AND REVIEW

Compliance with this policy will be monitored through:

Safeguarding audits

Board oversight and reporting

Recruitment compliance reviews

Feedback from applicants and volunteers

The Board retains ultimate accountability for ensuring safer recruitment is embedded across the organisation.

This policy will be reviewed annually, or sooner if:

There are changes to legislation or statutory guidance

There is a significant safeguarding incident

Governance standards require amendment

Review outcomes will be documented and approved at Board level.

APPENDIX A – SAFER RECRUITMENT CHECKLIST

- Role description prepared
- Person specification prepared
- Safeguarding risk assessment completed
- DBS requirement identified
- Application form completed
- Interview conducted
- References obtained
- DBS check completed (if required)
- Risk assessment completed (if required)
- Offer letter issued
- Induction completed

APPENDIX B – INTERVIEW SAFEGUARDING QUESTION EXAMPLES

How would you respond if a child disclosed a concern to you?

What boundaries should exist between coaches and young participants?

How would you manage a conflict of interest?

What would you do if you observed inappropriate behaviour?

APPENDIX C – RECRUITMENT GOVERNANCE STATEMENT

This policy demonstrates Stoolball England's commitment to:

Transparent recruitment

Safeguarding-led decision making

Equality and diversity

Legal compliance

Good governance

VERSION CONTROL AND DOCUMENT HISTORY

Version: 2026.1

Effective From: January 2026

Owner: Safeguarding & Welfare Lead

Approved by: Board

Approval Date: [To be confirmed]

Next Review: January 2027

Document Status: Authoritative Master Copy

Publication Control:

PDF version is the controlled public document.

Word version is retained internally for governance purposes.

No amendments may be made without Board approval.