

Disability Sport Fife (SCIO)



Human Resources Policies and Procedures

Updated and Approved by
DSF(SCIO) Board of Charity Trustees February 2021

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1.0 Recruitment and Selection Policy

1.1 Purpose

To meet Disability Sport Fife's (SCIO) strategic objectives and contribute towards its success, DSF(SCIO) recognises the need to recruit the best person for each job. This policy has been designed to ensure that all staff and Members of the Board of Charity Trustees of DSF(SCIO) involved in recruitment and selection achieve and maintain high standards of professional practice whilst ensuring consistent and fair treatment for all.

Our policy seeks to ensure that no job applicant is unlawfully discriminated against because of age, disability, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief (together the "Protected Characteristics under the Equality Act 2010") or any other irrelevant characteristic.

1.2 Principles

The effective recruitment and selection of people is essential in achieving DSF's business objectives. A sound recruitment and selection process is therefore fundamental to this principle.

Recruitment is essentially an investment decision with long term implications. This policy and associated procedure are designed to assist managers to make the most effective decision in their selection.

DSF(SCIO) recognises that recruitment is a key public relations exercise; therefore, professional standards must always be maintained. Managers will be made fully aware of current employment legislation and notably the Equality Act 2010 to ensure that all candidates are treated equitably.

All applicants will be treated in a courteous and respectful manner.

All applications will be treated in confidence and, where practicable, all applicants will be kept fully informed on the progress of their applications.

1.3 Job Description

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the process. It should clearly set out the duties and responsibilities of the job and must include:

- Job Title
- Post to whom the post holder is responsible
- Any post reporting to the post holder
- Key people/organisations the post holder will interface with
- Location of the job
- Budget responsibilities
- Main purpose of the job
- Main duties and responsibilities

Items that should also be included in job descriptions are:

- A note that the post holder will uphold the organisational values of DSF(SCIO) and to contribute to the working and welfare of the staff and volunteer team.
- A statement that indicates that the post holder will undertake any other duties as appropriate to the post and the needs of DSF(SCIO).

1.4 Candidate Specification

The candidate specification is of equal importance to the job description and informs the selection decision. The candidate specification details the essential experience, skills, personal competencies, personal skills, and any specific requirements that are required to do the job.

The candidate specification is specific, related to the job, and not unnecessarily restrictive – for example only qualifications strictly needed to do the job should be specified. The inclusion of criteria that cannot be justified as essential for the performance of the job is covered by the Equality Act 2010.

For some jobs, a particular qualification(s) may be essential, while for others no single qualification may be appropriate, and a particular type of experience may be just as relevant as a formal qualification. Where qualifications are deemed essential these should reflect the minimum requirements necessary to carry out the job to an acceptable standard.

1.5 Advertising a vacancy

An advert must be authorised by the Chairman before any advertisement is placed. All posts must be advertised on the DSF(SCIO) website. All vacancies should generally be advertised to a diverse section of the labour market. Most posts will be advertised in other appropriate local and national websites. Posts may also be advertised in specialist and national publications. All posts must be advertised for a minimum of two weeks to help attract the best pool of applicants. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

The advert should be written using the criteria from the candidate specification, reflecting the minimum requirements for the post. It should contain the following statement: *'DSF(SCIO) is an equal opportunities employer; we welcome applications from all members of the community.'*

The Equality and Human Rights Commission advises that 'word of mouth' recruitment is likely to be indirectly discriminatory. It is very important therefore that all posts are advertised as widely as possible in media that reach underrepresented groups and that all applicants are dealt with in the same way and given the same information and opportunity to make an application.

1.6 Application Form

All candidates are asked to complete a DSF(SCIO) Application Form (Appendix B) which is returned to the Chairman.

1.7 Equal Opportunities Monitoring

DSF(SCIO) are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. All applicants will receive a registration form which includes an equal opportunities monitoring form (Appendix D). All questions will be optional, and applicants are not obliged to answer any of the questions. The form will remain with the Chairman for monitoring purposes as well as to identify any special requirements for interview such as mobility or communication. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity. It will be treated in the strictest confidence.

The Chairman will report to the Board of Charity Trustees, information from the Equal Opportunities Monitoring Form and provided some conclusions/recommendations for future action.

1.8 Interviews

Candidates will be shortlisted in accordance with the specified criteria and the Chairman or his representative should detail decisions relating to each applicant on the Shortlisting Form. Consistency of shortlisting is critical in meeting good practice and equal opportunity guidelines.

Interviews will be held at appropriate and accessible locations and times

The Chairman chairs all interview panels for DSF(SCIO) posts. Other panel members will be appointed by the Chairman at his/her discretion.

Interview panels will comprise of a minimum of two interviewers and mixed gender should be ensured. Where possible, all members of the interview panel should take part in the shortlisting process. External advisors may be included at the discretion of the Chairman.

As a minimum the Chairman of the interview panel should have received training on equality in recruitment.

Interview questions will be compiled by the interview panel members. Questions will be relevant to the specific criteria of the post. Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked if they are pregnant or planning to have children.

At the end of each interview, each panel member must complete a Candidate Scoring Sheet to determine the best candidate for the post.

1.9 Pre-Employment Checks

No new employee may commence employment until appropriate pre-employment checks have been carried out as detailed in the procedure. (Appendix A).

DSF(SCIO) is required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the UK Border Agency.

References will not be pursued without the candidate's permission. Posts may be offered subject to the receipt of two satisfactory references.

A conditional job offer for a post which involves "regulated work with children and/or protected adults" will require the prospective employee to be the subject of a Protecting Vulnerable Groups (PVG) Scheme check.

DSF(SCIO) undertakes to discuss any matter revealed in a Disclosure with a prospective employee before considering the withdrawal of a conditional offer of employment.

A prospective employee will commence employment when all relevant pre-employment checks have been satisfactorily completed.

1.10 Appointments without competition

In certain circumstances, it may be appropriate or practical to fill a vacancy without a competitive selection process. The rationale for doing so should include an assessment of the potential impact and approval sought from the Board of Charity Trustees.

The circumstances in which an appointment may be made without competition are as follows.

- (a) If there is a suitably qualified employee seeking redeployment, provided this does not involve a promotion.
- (b) Where DSF(SCIO) has committed to reinstate an employee on return from a secondment to another body, or on return from a career break, provided that this does not involve a promotion.
- (c) Where there are overriding operational considerations of an exceptional nature.
- (d) Where a similar vacancy has been advertised so recently (normally within 4 months) that the field of candidates has not changed and is therefore known to DSF(SCIO).
- (e) Where there has been no substantial change to the principal responsibilities of a role, but it has been re-graded because of an evaluation process.

1.11 Appointment

The Chairman will issue an appointing letter, subject to the satisfactory completion of all pre-employment checks.

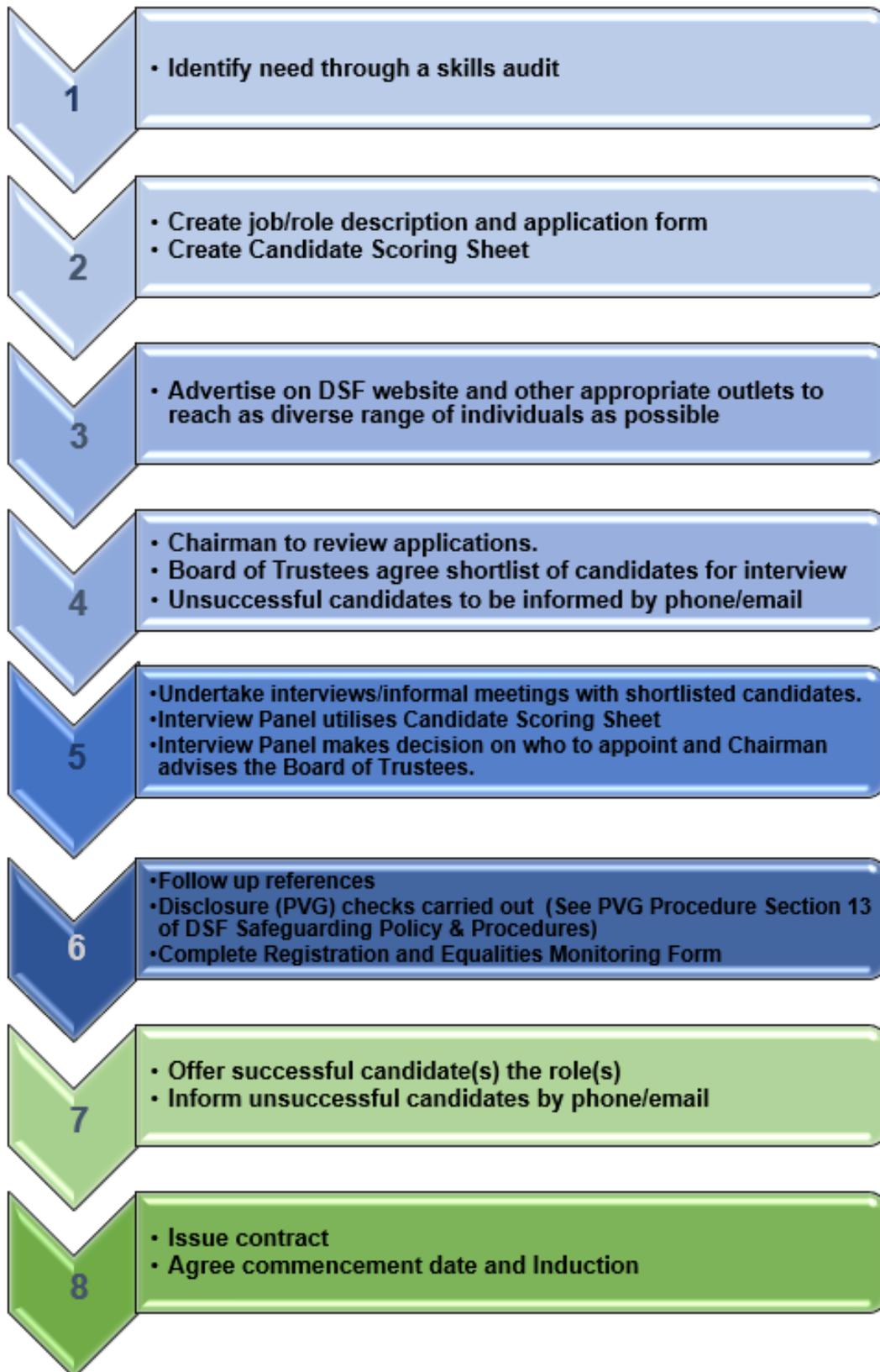
2.0 Volunteers Policy

This Policy will operate on the following guidelines:

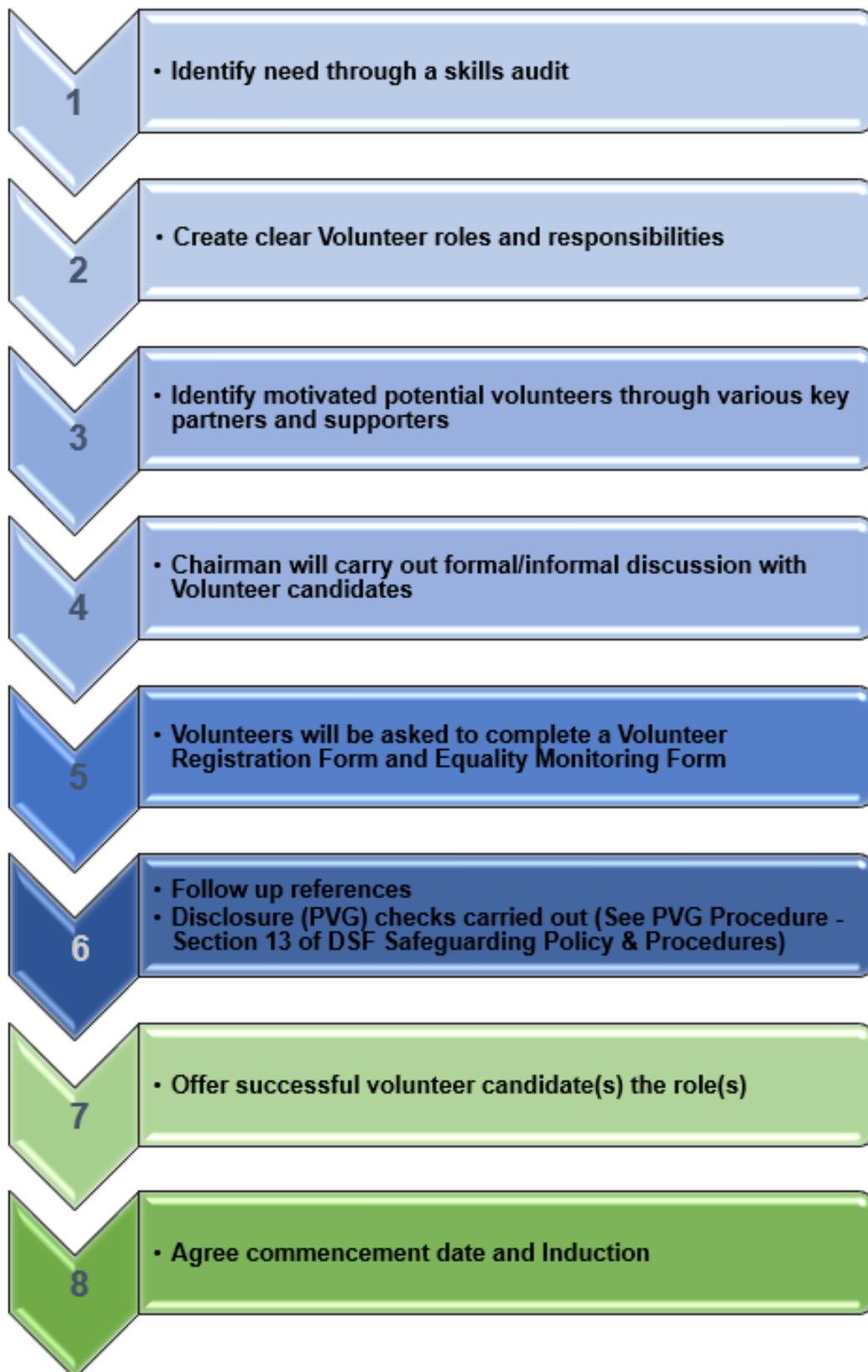
- 2.1** Volunteers shall have the support and approval of the DSF(SCIO) management team and Coordinator. Opportunities will be provided for volunteers to represent their views at all levels within DSF(SCIO). It is the responsibility of the DSF(SCIO)Chairman and Treasurer to ensure that volunteers can present their views and opinions when appropriate.
- 2.2** The management team will regularly review the benefits and costs of volunteers to the organisation.
- 2.3.** All paid staff will be fully informed of the rights and responsibilities of the volunteers.
- 2.4** DSF(SCIO) shall regularly review its policy concerning insurance, reimbursement for out-of-pocket expenses, working conditions and other benefits to volunteers.
- 2.5** Before commencing volunteering, DSF(SCIO) will require submission of a completed volunteer registration form, uptake of suitable references and for volunteers to be subject to a Disclosure (Appendix B).
- 2.6** As part of the recruitment process, volunteers will be provided with clear roles and responsibilities.
- 2.7** As part of the recruitment process volunteers will be asked to complete an equality monitoring form included with the registration form.
- 2.8** Roles and responsibilities will match the volunteer's skills, talents and interests.

Appendix A – Recruitment & Selection Procedures

Recruitment and Selection Procedure for Staff and Contractors



Recruitment and Selection Procedure for Volunteers



Appendix B – Application Forms

Disability Sport Fife (SCIO) – Employee application form

Employee/Coach/Leader Application

Position applied for:

You have a right of access to information held on you and other rights under the Data Protection Act 1998.

Part A: Personal Details (All sections must be completed)

Title: Mr / Mrs / Miss / Ms / Dr	First names:	Surname:
Maiden Name and/or Previous Names:		
Home Address:		
Postcode:		
Telephone Numbers: (Day) _____ (Evening) _____ (Mobile) _____		
Email Address:		
Date of Birth (optional): ___ ___ / ___ ___ / ___ ___		Gender: Male / Female

Part B: Employment History (please complete the relevant sections)

Please list your employment record with present occupation first.

Name of Organisation	Contact Person	Phone	Start Date	Finish Date

Please list your Sport/Recreational Club History, with most recent club first:

Name of Club	Contact Person	Phone	Start Date	Finish Date

Part C: Other Relevant Information

Please list any other relevant information (e.g. recreational interests, hobbies, community/voluntary work)

Declaration (of 1 referee only):

I confirm that I have seen the relevant identification documents (i.e. professional qualifications, coaching certificates driving licence or passport, of the applicant. I confirm, to the best of my knowledge, that these are accurate.

Signed: _____ Print Name: _____

Date: _____ Documents Shown: _____

Disability Sport Fife(SCIO) – Volunteer Registration Form

DISABILITY SPORT FIFE(SCIO) Person Specification Form Volunteer Registration Details

This form is to be completed by anyone wishing to be a volunteer with Disability Sport Fife(SCIO). The definition of a volunteer is anyone who will work in any voluntary capacity. This will include escorts, coaches, carers, drivers and helpers. This includes anyone volunteering on a “one off basis” for a particular event

What is / will be your main role

Sports Coach Sport(s) _____

Committee Member Fundraising Driver

General Events Other

Details _____

Personal Details:

Surname			Title (Mr/Mrs etc)	
Forename(s)				
Place of Birth			Date of Birth	
Current Address				
			Postcode	
Previous Address (if less than 3 years at current)				
			Postcode	
Contact Tel No.	Day		Evening	
Mobile				
Email				

Employment

Employment (current)

Current Occupation _____

Name of Employer			
Address of Employer			
Tel. No.		Email	
Start Date		Finish Date	

Employment (previous)			
Previous Occupation			
Name of Employer			
Address of Employer			
Tel. No.		Email	
Start Date		Finish Date	

Qualifications and Experience	
Previous experience of working with participants with disabilities in a voluntary capacity	
Do you have any relevant qualifications e.g., first aid, coaching qualification	

DISCLOSURE SCOTLAND

Within the last 12 months have you been subject to a Criminal Records Bureau ENHANCED Disclosure process

Yes No

Referees – prepared to offer a character reference			
Name		Name	
Organisation		Organisation	
Contact Address		Contact Address	

Postcode		Postcode	
Tel No.		Tel No.	
Email		Email	
<p><i>Disability Sport Fife reserves the right to contact referees. Should there be any reason that you do not wish us to contact those persons you have listed please provide details below.</i></p>			

Declaration

I declare that the information provided on this form is accurate and correct. I agree that Disability Sport Fife (SCIO) reserves the right to contact referees in connection with this volunteer registration form.

Name (please print): _____

Signature: _____

Date: _____

This form must be fully completed, signed and returned to the DSF Coordinator, Disability Sport Fife(SCIO), Glenrothes (email:disabilitysportfife@fifeleisure.org.uk)

Appendix C – Reference Letter & Form

Disability Sport Fife(SCIO) – Standard reference letter

(For posts involving substantial, unsupervised access to children, young people and/or adults at risk)

PRIVATE AND CONFIDENTIAL

[Insert Date]

Dear [Insert Name of Referee]

[Insert applicant name] has applied for the position of [insert job title/role] with Disability Sport Fife (SCIO) and has given your name as a referee. A copy of the relevant job description/role is enclosed for your information.

Disability Sport Fife (SCIO) has a moral and legal responsibility to provide a duty of care for all children, young people and protected adults for whom it is responsible.

In compliance with the procedures of our National Governing Body, Scottish Disability Sport, Disability Sport Fife (SCIO) requires you to complete the attached Reference Form. Any information provided on the form will be treated confidentially in accordance with relevant legislation and guidelines.

The information you provide on the form will not be seen by the applicant and will only be shared with the person conducting the assessment of the candidate's suitability for the post/voluntary work, if he/she is offered the position in question.

In the interests of providing the safest possible environment for our children, young people and adults at risk, we would appreciate your open and honest evaluation of the applicant.

Your cooperation is greatly appreciated.

Your faithfully

p.p. Norma Buchanan/Gayle Sloan Coordinator Disability Sport Fife (SCIO)

Richard Brickley OBE MBE Chairman DSF (SCIO) Board of Charity Trustees

Enc. Stamped Addressed Envelope

Reference Form

Disability Sport Fife (SCIO) - Reference Form

Name of the Applicant you are referring to: _____

Position Applied for: _____

Your Name (Referee):	
Relationship to Applicant:	Organisation:
Telephone Numbers: (Day) _____ (Evening) _____ (Mobile) _____	

How long have you known the applicant? _____

In what capacity? _____

What personal qualities does the applicant have that would make them specifically suited to work with children, young people and/or protected adults?

Please rate the applicant on the following by ticking the appropriate box:

Characteristic	Not Good	Good	Very Good	Excellent
Responsibility				
Maturity				
Self Motivation				
Ability to motivate others				
Energy				
Trustworthiness				
Reliability				

This post involves substantial and unsupervised access to children, young people and protected adults. In compliance with the Disability Sport Fife (SCIO) Ethics and Equality Policy and Procedures, we need to know if you have any reason at all to be concerned about the applicant being offered this position. Do you have any concerns about the applicant working unsupervised with children, young people, or adults at risk?

YES

NO

(If you have answered Yes, we will contact you in confidence)

Thank you for your cooperation.

Signed: _____ Print Name: _____ Date: _____

Appendix D – Coach/Volunteer/Athlete Registration Form



DISABILITY SPORT FIFE IN PARTNERSHIP WITH FIFE COUNCIL AND THE FIFE SPORTS & LEISURE TRUST



REGISTRATION FORM – Version 2	
Name	
Address	
Postcode	Date of birth
Telephone (h)	(mob)
Email	
School/Club/Etc	
Emergency Contact Name	
Emergency Contact Tel.	
Emergency Contact Email	
Previous experience of physical activity including sport	
<p>Please Read - personal information will be treated in line with the Data Protection Act of 1998 as amended from time to time under UK law. Information provided may be shared for the purposes of audit, research or put together with other surveys, but when we do this, your confidentiality is always maintained. Personal data will not be made public in any way which identifies individuals. Please visit DSF website for Privacy Notice www.fifeleisure.org.uk/sports/disabilitysportfife</p>	
Form completed by (please print):	
Participant Signature:	
Signature on behalf of Participant (if completed on behalf of participant):	
Date:	

What is your sex?	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>		
What is your age?	8-14 yrs <input type="checkbox"/>	15-30 yrs <input type="checkbox"/>	31-50 yrs <input type="checkbox"/>	51-64 yrs <input type="checkbox"/>	65 + yrs <input type="checkbox"/>
Do you have any of the following physical, sensory, learning or mental health conditions, or illnesses that have lasted, or are expected to last, 12 months or more?					
Vision	<input type="checkbox"/>	Difficulty speaking/ making yourself understood	<input type="checkbox"/>		
Hearing	<input type="checkbox"/>	Dexterity difficulties	<input type="checkbox"/>		
Mobility	<input type="checkbox"/>	Long-term pain or discomfort	<input type="checkbox"/>		
Learning/concentrating/remembering	<input type="checkbox"/>	Asthma	<input type="checkbox"/>		
Mental Health	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>		
Stamina or breathing difficulty	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>		
Social or behavioural issues	<input type="checkbox"/>	Don't know	<input type="checkbox"/>		
Impairment details	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		
If yes, do any of these physical, sensory, learning or mental health conditions have an effect on your ability to carry out normal daily activities?					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't know	<input type="checkbox"/>
How is your health in general would you say it was?					
Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>
Bad	<input type="checkbox"/>	Very Bad	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Which one of the following best describes your ethnic group or background?					
White	<input type="checkbox"/>	Black/Africa/Caribbean/Black British	<input type="checkbox"/>		
Mixed/Multiple ethnic group	<input type="checkbox"/>	Other Ethnic Group	<input type="checkbox"/>		
Asian/Asian British	<input type="checkbox"/>	Prefer not to identify	<input type="checkbox"/>		
What is your religion, even if you rare not currently practising?					
Church of England	<input type="checkbox"/>	Roman Catholic	<input type="checkbox"/>	Protestant/ Other Christian	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	No religion	<input type="checkbox"/>	Don't know	<input type="checkbox"/>
Any other religion	<input type="checkbox"/>	Please specify			
What is your current working status?					
Working full-time (30+ hrs per week)	<input type="checkbox"/>	Not working - carer	<input type="checkbox"/>		
Working part-time 9-12 hrs per week	<input type="checkbox"/>	Not working – long term sick or disabled	<input type="checkbox"/>		
Unemployed – less than 12 months	<input type="checkbox"/>	Full-time study – recognised qualification	<input type="checkbox"/>		
Unemployed – more than 12 months	<input type="checkbox"/>	Part time study – recognised qualification	<input type="checkbox"/>		
Not working – retired	<input type="checkbox"/>	Other (please specify)			
Which of the following options best describes how you think of yourself?					
Bisexual	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>	Gay woman/lesbian	<input type="checkbox"/>
Heterosexual/straight	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	Other	<input type="checkbox"/>

3.0 Disability Sport Fife (SCIO) Contact Details

Disability Sport Fife (SCIO) Policy and Procedure Documents are available to view at -
www.fifeleisure.org.uk/sports/disabilitysportfife

If you would like to receive a copy please contact us on 03451 555555 Ext 444989, email disabilitysportfife@fifeleisure.org.uk or write to us at Disability Sport Fife (SCIO), Michael Woods Sports Centre, Viewfield, Glenrothes, Fife KY6 2RD.

Any concerns or enquiries regarding the above Policies and Procedures should be reported to Richard Brickley, OBE, MBE, DSF Chairman on mobile telephone number: 07904 371160, e-mail address: richard.brickley@fife.gov.uk