



ANGLING TRUST

Safer Recruitment Practices/Guidance: Clubs, Fisheries and Federations

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1. Safer Recruitment Practices

All Clubs, Fisheries and Federations either independently or acting as an Angling Trust delivery partner should be following safer recruitment practices in the recruitment of volunteers or staff members that will encounter children, adults at risk and the public in general.

This guidance document provides an explanation to what safer recruitment practices there are and why they are important and when these should be utilised.

1.1 DBS checks

The Disclosure and Barring Service (DBS) provides a system for an organisation to obtain the criminal history and barred status of any individual who is applying for a role, whether paid or unpaid, within that organisation. Every organisation should use the DBS system to ensure that all its staff and volunteers who are in a role that involves working with children or adults at risk, otherwise known as 'Regulated Activity', are safe to do so. This is an expectation in line with the Standards for Safeguarding Children in Sport 2018 and Working Together to Safeguard Children 2023 and is vital for certain roles to ensure that individuals who are not suitable to work with vulnerable groups are not able to have contact with them in a role within angling. It is illegal for an individual who is on either children or adult Barred List to work with either group in regulated activity, therefore DBS checks must be undertaken in order to determine if an individual are on these lists.

The Angling Trust recommends an Enhanced DBS with barred list check (higher level) check for all those working with children and adults at risk in regulated activity. DBS checks should also be repeated every 3 years to ensure that the individual is still safe to work with vulnerable groups, unless the individual is on the DBS Update Service and then this is the role of the club/organisation/event organiser to check this within that same timeframe.

Coaches and Welfare Officers (both club and fishery) must obtain a DBS Enhanced Check with barred list check through the Angling Trust to be eligible for their role. This is due to the roles regulated activity status and reflects the standard of other national sports.

For additional guidance around the DBS system, please see our DBS Guidance for Clubs, Fisheries and Federations.

1.2 Self-Disclosure forms

Self-disclosure forms are an important part of the safer recruitment process. They allow organisations to legally ask details of past convictions if they are undergoing work or volunteering with children or adults. This can be done ahead of an Enhanced DBS check or they can be done if the role doesn't constitute Regulated Activity but they still come in contact with people. Usually they consist of a questionnaire/form completed by the individual. These must be kept confidential but allows the individual to be risk assessed or and also allows an employer to see if the individual is being upfront or honest.

1.3 Job Description

Job descriptions, even for volunteers' roles need to be clear around what the role is and what the expectation of an individual is. The values and principles of the role can help outline who is suitable for the role. The job description should also detail what level of checks are required throughout the application process (such as what level of DBS check may be needed or if a self-disclosure is required).

1.4 Application forms

Application forms may be useful in gathering information as to why someone may want to apply for the role and therefore assist in highlighting suitable individuals. These are typically used for most volunteering roles within the Angling Trust, except one off litter picks and other activities of this nature. These are also helpful in capturing personal information of the individual in one simple place. If someone was unwilling to complete an application form, this would raise eyebrows and should potentially prevent them from volunteering.

1.5 Interviews

Interviews or some level of personal communication needs to be undertaken for certain volunteer roles (excluding roles such as one-off litter picks), especially those working with children or adults at risk. This allows you to meet an individual, learn more about them and be able to better assess whether they possess the desired attributes for the role.

1.6 References

It is good practice to always request references for roles and this should happen for roles that work with children and adults at risk. This can give you a better understanding of the background of the individual you are hiring and someone refusing to engage in this can alert you to concerns.

2. Training

While it is not a Safer Recruitment practice, it may be prudent to insist that an individual undergo specific training before being able to undertake paid or volunteer roles within angling. This would ensure that the individual is knowledgeable enough and safe to do the role. For coaches and Welfare Officers, the Angling Trust will provide specific training courses for their roles. Other volunteer roles within the trust may also undergo specific training.

3. Volunteer Safe Recruitment Process Flowchart

