

## **Recruitment and Selection Policy and Procedure**

### **Purpose**

The purpose of this policy is to ensure that the Sheffield Giants promotes the most appropriate applicant fairly and consistently free from discrimination.

### **Policy statements**

The Giants are committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process.

### **Roles for recruitment**

Given the volunteer nature of roles within the Giants, only Head Coaches must go through the 'full' recruitment process outlined below. All other recruitment to roles is the responsibility of the Head Coach in consultation with the board. At all times this must be done while maintaining the anti-discrimination stance of the club (see above). Selection will be determined by merit and performance. All coaches hired must follow the policies set forth by both BAFA and the Sheffield Giants.

### **Process for Head coaches**

Advertisements will be put out on the club's social media inviting applications of interest. All advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

The interviewing process will be carried out in the following way:

- At least two board members and at least one head coach from another Sheffield Giants team must be present at the interview. It is acceptable for one of the two members to also be the head coach.
- The board members will ask the same questions to all interviewees, taking care that these questions are relevant to the Head coach role.
- The members present will feedback to the Chair and a formal decision will be made by the majority.
- Any unsuccessful candidate will normally be offered feedback.

### **Disabled Staff**

As legally required by the Equality Act 2010, additional support will be provided to disabled employees to ensure they are not subject to unlawful or less favourable treatment during the recruitment and selection process. Reasonable adjustments must be made to remove any barriers the employee faces during the process. Where the applicant has indicated they need reasonable adjustments made to the recruitment and selection process, this must be discussed with a senior manager.

### **Safeguarding**

**Offers of all Head Coach roles** will be made conditional on the receipt of satisfactory disclosure checks. The Disclosure and Barring Service will conduct these in England and Wales. The check will confirm that the applicant is suitable to carry out the role and has not been barred from performing this work.

If the background check reveals that an applicant is not suitable, any role offered will be withdrawn.

### **Records**

The Company will securely retain all records from the recruitment process for 6 months.

### **Concerns with the recruitment process**

Any employee who is concerned with this recruitment and selection policy or with its operation within Sheffield Giants can appeal to the