

The Scottish Karate Governing Body Limited

Appointment Process

Assessing all adults for their suitability to work/volunteer with children and young people

A well-run appointment process is part of Karate Scotlands commitment to putting the protection and wellbeing of children first. Many roles are done by volunteers who have been recruited informally. If a role involves working with children and young people, Karate Scotland has a legal and moral responsibility to ensure that the person appointed is suitable. The check boxes below give essential steps to make sure the organisation meets its duty.

For guidance and template forms relating to the recruitment and selection of volunteers please contact the relevant Karate Scotland or see [Volunteer Scotland's section 'Getting Started'](#):

- karatescotland@skgb.com
- <https://www.volunteerscotland.net>
- 01786 479 593/hello@volunteerscotland.org.uk

Appointment and selection steps



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Questions for assessing suitability

It is important to have a conversation or interview with adults who are being considered for volunteering or working with children and young people in order to assess their values, attitudes and experience towards children and young people.

The following are suggested questions that may help you to plan the interview/discussion and should be built around other information gathering questions. The questions are accompanied by the type of words and phrases that you might look for in a response. These questions are not an exhaustive list but provide some prompts.

Question	Answers should demonstrate
Can you tell us why you want to take on the role?	A commitment to helping children and young people enjoy the sport safely and to share knowledge and experience.
Can you tell us about your experience of caring for, working with, or coaching children and young people?	Experiences as a parent, employment or voluntary work. Interviewers must also assess what level of direct, unsupervised contact was involved.
What do you think are the attributes/skills required in a good coach/team manager of children and young people?	An understanding of issues that affect children. Communication skills. The importance of promoting enjoyment, not just achievement. Promoting healthy competitiveness. Being sensitive to the ability of children and young people. Encouragement, not criticism.
Can you give us examples of where and how you have used some of those skills?	Experience at work (perhaps working with adults, but the skills should be evident) or in voluntary work.
Can you think of an example where you have been critical towards a child or young person? How could you have handled it differently?	Positively demonstrating or explaining how child or young person could have acted/behaved.
If we approached people who know you well, what would they say were your strengths so far as this post/role is concerned?	Patient. Supportive. Encouraging attitude.
If a child approaches you to say they're being bullied by others in the team or activity, how will you handle this?	Take their concern seriously. Listen to what the child or young person wants to happen next. Follow sports organisation anti-bullying policy and procedure.

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<p>How will you gain the respect and trust of children and young people?</p>	<p>Being enthusiastic and encouraging. Being fair, consistent, not having favourites. Being clear in what is said and done. Being honest. Positive. Listening. Respect.</p>
<p>An adult volunteer is shouting repeatedly at a child they are training. How would you respond?</p>	<p>Adult could be venting their frustration. Failing to understand the child's perspective. Failing to recognise that they are an adult and dealing with a child (using adult orientated language etc). Challenge adult's behaviour.</p>
<p>Give an example of a time when you had a difficult day at work and had to go straight to a coaching session with children or young people. Tell us about how you approached that session. Did you do anything differently?</p>	<p>Asking another adult to assist at the session. Being aware that that was work, this is now sport. Focusing on the session and the young people.</p>
<p>Have you done anything which would preclude you from working with children and young people?</p>	<p>If answer is yes, ask for details. Consider whether to pursue with application and PVG process.</p>