



# **HELLINGLY RUGBY FOOTBALL CLUB C.I.C.**

Lower Horsebridge, Hailsham, East Sussex. BN27 4DJ

## **SAFE RECRUITMENT OF VOLUNTEERS – POLICY AND PROCEDURES**

For the purpose of this policy a volunteer is any adult or young person who volunteers to serve **HELLINGLY RUGBY FOOTBALL CLUB C.I.C.** (“the club”) on the Committee or in any Mini & Junior Age Group and includes all officers, managers, coaches, coordinators, first aiders, safeguarding assistants and those who help on a regular basis in Age groups with other tasks such as organising social events, managing fixtures, fundraising or parent liaison.

Volunteers seeking to take part in regulated activities with children are required to obtain and then maintain as current (less than three years old) a DBS certificate through the RFU. Appointments will not be confirmed until this is in place and volunteers must only work with children in the interim under the strict direct supervision of a suitably qualified person.

The request for a DBS certificate should be completed jointly by the club and the proposed volunteer within a maximum of four weeks of applying to the club for appointment as a volunteer. If the DBS certificate has not been issued within twelve weeks of application, the situation will be reviewed by the Club Safeguarding Officer and the volunteer may be restricted from working with children until the disclosure arrives. If the disclosure reveals any information that is deemed to be ‘of concern’ this will be assessed by the RFU and any recruitment decision they make is binding on the Club. Details of the restrictive issue will not be made known to the Club.

While the recruitment of volunteers is often initiated within individual Age Groups, recruitment decisions about first appointment as a volunteer and the approval of appointments to specific posts is a Club function exercised by the Mini & Youth section. Existing volunteers taking on a new post need approval but do not need to complete the full recruitment process. If a volunteer switches from an unregulated to a regulated role, an Enhanced DBS Disclosure will be required before the new appointment is confirmed.

Potential volunteers can apply directly to the Club without going through an Age Group.

**All new volunteers must:**

1. Complete a Hellingly Rugby Football Club C.I.C. [Volunteer Application Form](#) and send this to the Club Safeguarding Officer.
2. If applying to take part in any activity that is regulated for DBS purposes, to obtain an RFU Enhanced DBS Disclosure and undertake to maintain it throughout the period of involvement with the club. This process will include an ID check conducted by the Club Safeguarding Officer.
3. If applying to take part only in unregulated activity be prepared to complete a similar ID check with the Club Safeguarding Officer.
4. If having been a member of Hellingly RFC for less than a year should provide the names and addresses of two people (other than family or close friends) who can provide an independent reference on their suitability to work with children. These will be followed up by the Club Safeguarding Officer.
5. If having been a member of Hellingly RFC for a year or more an applicant should either provide references (as above) or provide two written recommendations from an existing Club Lead Coach, an Age Group Coordinator, or a member of the Club Committee.
6. Candidates will normally be asked to have an informal meeting with the Club Safeguarding Officer, who will then make a recommendation to the appointment panel.

The appointment of coaches must be approved by either the Club Chairman or the Director of Rugby **AND** the Youth Development Chairman. The appointment of all other volunteers must be approved by the Youth Development Chairman and the Club Safeguarding Officer. The official appointment of Coaches and Team Coordinators is confirmed at the first Mini & Youth meeting after the Club AGM.

Policy Date: 22nd November 2014

Review Date: 5<sup>th</sup> June 2020