**11. 1 SAFE RECRUITMENT POLICY**

For the purpose of this policy a volunteer is any adult or young person who volunteers to

serve the club , this includes (but on exclusively) all officers, 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.

*Regulated Activity with Children*

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 (Disclosure and Barring Service) check through the RFU. Regulated Activity is defined as: teaching, training, instruction, care or supervision of Children, carried out by the same person frequently (once a week or more often), or on four or more days in a 30 day period, or overnight.

*eDBS Checks*

Appointments that require an eDBS will not be confirmed until this is in place and volunteers

must only work with children in the interim under direct supervision. The request for a DBS

check should be completed by the club and the volunteer within a maximum of four

weeks of applying to the club for appointment as a volunteer.

If the DBS has not appeared as current within twelve weeks of application on the GMS system, the situation will be reviewed by the Club Safeguarding Officer and/or Safeguarding Assistants and the volunteer may be restricted from working with children until the DBS check is resolved.

If the disclosure reveals any information that is of concern, the volunteer will be requested to send their certificate to the RFU to be assessed. This must be done in a timely fashion and the volunteer may be restricted from working with children until the DBS check is resolved.

The RFU will also handle any appeal and any recruitment decision they make is binding on the Club.

*Recruitment Decisions*

While the recruitment of volunteers is often initiated within Age Groups, recruitment

decisions about first appointment as a volunteer and the approval of appointments

is a Club function exercised by the Executive Committee or officers to whom that committee may delegate its powers.

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 eDBS check 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:

a) Complete a Volunteer Application Form and send this to the Safeguarding Assistants.

b) If applying to take part in an activity that is regulated for DBS purposes to obtain an

RFU DBS check and undertake to maintain it. This process includes an ID check conducted by the Club Safeguarding Officer or Safeguarding Assistants.

c) If applying to take part only in unregulated activity be prepared to complete a similar ID

check with the Club Safeguarding Officer or Safeguarding Assistants.

d) 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 either the Club Safeguarding Officer or Safeguarding Assistants.

f) Candidates will normally be asked to have an informal meeting with the Club Safeguarding Officer or Safeguarding Assistant.

The appointment of coaches must be approved by the either the Club Safeguarding Officer or a club Safeguarding Assistant and Chairman of Minis or Chairman of Juniors, or Club Chairman or Director of Rugby

**11.2 New Volunteer/Coach or New Role Flowchart**

Induction and start role (under

supervision if working with children until eDBS arrives).

New Volunteer/Coach

Yes

No

New Role?

Working with kids?

Application Form to Andy Evans or Mark Binch

Yes

Got current eDBS?

Apply for eDBS

No

Working with kids?

Yes

No

No

Yes

Recruitment Decision

**11.3 Ilkeston RUFC Volunteer/Coach Recruitment Form**

|  |  |
| --- | --- |
| First Name: | Surname: |
| Address: |
| PostCode |
| Telephone Mob: | Home: |
| Email: |

|  |
| --- |
| Role/Age Group volunteering for: |

**This section is for those roles that involve regulated activity with children (U18s)**

You will be required to complete a DBS check. If you already have had a DBS check completed by the RFU, please complete details below so we can check on the RFU Game Management System

|  |  |
| --- | --- |
| eDBS number: | Date Issued: |

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|  |
| --- |
| Please list any existing coaching or refereeing qualifications? |
|  |

|  |
| --- |
| Please list any existing coaching or playing experience? |
|  |

|  |
| --- |
| Do you have a First Aid qualification? (Please give details) |
|  |

|  |
| --- |
| Please provide the names and addresses of two people (other than family or close friends) who can provide an independent reference for your suitability to work with children |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Contact No: | Contact No: |

You will be sent a copy of the club’s Coaches and Volunteer guide you will be ask to confirm that you have read this by a club official before your position is confirmed.

**Please sign here to confirm that the information above is correct.**

Signed…………………………………………………....Date…………..…….………………..

**Volunteer - please return this form to the manager/age group coach**

**For them to pass it onto Andy Evans,** **minichairman@ilkestonrugby.com****, 07770 303167**

**Confirmed on behalf of Ilkeston RUFC……………………Position……………………………Date………..**