



Whitchurch Rugby Football Club

THE CLUBHOUSE

EDGELEY ROAD

WHITCHURCH

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Volunteer Recruitment & Development Policy

Safe Recruitment

For the purpose of this policy a volunteer is any adult or young person who volunteers to serve the club including all officers, coaches, first aiders, safeguarding assistants and those who help on a regular basis.

Volunteers seeking to take part in regulated activities with children are required to have a DBS check through the RFU (note that an existing DBS from another organisation is not accepted). For avoidance of doubt, WRFC requires all the following to have DBS checks:

- Coaches
- Committee members
- Safeguarding Officers
- Helpers at Registration desk
- First Aiders
- Clubhouse Manager

This DBS check will last for a period of 3 years after which time a new application will have to be made. The DBS Co-ordinator will inform the individuals when their DBS is approaching its expiration date. If you subscribe to the DBS update service repeat applications will not be required.

If a person working in Regulated Activity is cautioned or convicted of any offence they **must** notify the Club Safeguarding Officer (CSO) of the caution or conviction and provide details. The CSO will consult with the RFU Safeguarding Team and the individual may be required to complete a new DBS check if it is considered appropriate.

The application for a DBS requires the applicant to provide ID documents and these documents must be provided to the DBS Co-ordinator before the volunteer begins the regulated activity. The DBS Co-ordinator will then begin the application process and inform the volunteer of the next steps.

If the disclosure reveals any information that is of concern this will be assessed by the RFU (who also handle any appeal) and any recruitment decision they make is binding on the Club.

If DBS clearance has not been received within 6 weeks of the volunteer commencing Regulated Activity the situation will be reviewed by the Club Safeguarding Officer and the volunteer may be restricted from working with children until such time as clearance is received.

While the recruitment of volunteers is often initiated within Age Groups, recruitment decisions about appointment as a volunteer is a Club function exercised by the Minis Chairman in conjunction with the Club Safeguarding Officer.

Existing volunteers taking on a new post need approval but do not need to complete the full recruitment process.

All new volunteers must:

- a)** Complete the Volunteer Expression of Interest form (see below)
- b)** If applying to take part in an activity that is regulated for DBS purposes, provide original ID documentation (see below for details) to the CSO or DBS Co-ordinator who will provide instructions on completing the on-line application.
- c)** If having been a member of WRFC for less than a year 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.
- d)** If having been a member of WRFC for a year or more an applicant should either provide references (as above) or receive the recommendation of one current member of the Club coaching and management teams.

If a volunteer has previously volunteered at another rugby club or other youth organisation, the Club Safeguarding Officer will also seek a reference from that organisation if not already covered by **c)**.

The Club Safeguarding Officer will also give all current members of the Club coaching and management teams the opportunity to express any safeguarding concerns they may have regarding the appointment of a new volunteer.

The appointment of all coaches must be approved by the Minis and Juniors Chairman and the Club Safeguarding Officer.

The appointment of all other volunteers must be approved by the Minis' Chairman and the Club Safeguarding Officer.

APPEALS and COMPLAINTS

Appeals against Safeguarding decisions should be submitted to the Minis' Chairman and will be referred to the North Midlands RFU Safeguarding Manager who will follow RFU procedures which are available on the RFU website.

Development

Whitchurch RFC believes that the development of our Mini and Junior Rugby Coaches and Officers is fundamental to the ongoing success of the rugby club. We are very fortunate to have so many parents willing to volunteer their time and energy to the club, and it is our aim to arm these volunteers with the skills that they need to become effective coaches and officers. The club aims to provide the training courses set out in the below table as a minimum standard:

Course	Who?
Rugby Ready	All coaches
Tag	All coaches up to u8
Scrum Factory	All coaches at u9 and above
Introducing Children to Rugby Union (UKCC Level 1)	Head coaches and encourage all coaches to work towards
Play it Safe	All coaches
In Touch	Club Safeguarding Officer and deputy
Level 1: Refereeing Children	At least 1 coach from each age group
First Aid	At least 1 coach or volunteer from each age group

If volunteers wish to undergo further training over and above these courses, then the club will encourage and support any relevant further development training.

Details of additional training courses provided by the RFU, along with various other coaching aids, guides and laws/regulations can be found on the Coaches section of the RFU website at <http://www.englandrugby.com/my-rugby/coaches/>.

Safeguarding

The Club Safeguarding Officer (CSO) is responsible for the implementation of the club's Safeguarding policies. However, all volunteers have a responsibility to read the policies, and follow the guidelines of Best Practice and Codes of Conduct set out within them. These guidelines are there to protect the coaches and officers of the club, as well as the children.

DBS Identification Requirements

The applicant must be able to show original copies of the following:

- One document from Category 1, below
- 2 further documents from either Category 1, or Category 2a or 2b, below

At least one of the documents must show the applicant's current address.

Group 1: Primary identity documents

- Passport Any current and valid passport
- Biometric residence permit UK
- Current driving licence photo card - (full or provisional) UK, Isle of Man, Channel Islands and EU
- Birth certificate - issued within 12 months of birth UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
- Adoption certificate UK and Channel Islands

Group 2a: Trusted government documents

- Current driving licence photo card - (full or provisional) All countries outside the EU (excluding Isle of Man and Channel Islands)
- Current driving licence (full or provisional) - paper version (if issued before 1998) UK, Isle of Man, Channel Islands and EU
- Birth certificate - issued after time of birth UK, Isle of Man and Channel Islands
- Marriage/civil partnership certificate UK and Channel Islands
- HM Forces ID card UK
- Firearms licence UK, Channel Islands and Isle of Man

All driving licences must be valid.

Group 2b: Financial and social history documents

- Mortgage statement UK or EEA Issued in last 12 months
- Bank or building society statement UK and Channel Islands or EEA Issued in last 3 months
- Bank or building society account opening confirmation letter UK Issued in last 3 months
- Credit card statement UK or EEA Issued in last 3 months
- Financial statement, e.g. pension or endowment UK Issued in last 12 months
- P45 or P60 statement UK and Channel Islands Issued in last 12 months
- Council Tax statement UK and Channel Islands Issued in last 12 months
- Work permit or visa UK Valid up to expiry date
- Letter of sponsorship from future employment provider Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application Must still be valid
- Utility bill UK - not mobile telephone bill Issued in last 3 months
- Benefit statement, e.g. Child Benefit, Pension UK Issued in last 3 months
- Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC UK and Channel Islands Issued in last 3 months
- EU National ID card
- Cards carrying the PASS accreditation logo UK, Isle of Man and Channel Islands

- Letter from head teacher or college principal UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided

Volunteer Expression of Interest Form

Name	
Address	
E-mail	
Mobile number	
Home telephone number	
Position volunteered for (e.g. Coach)	
Age group	

Please answer the following questions and tick as appropriate

1) What Rugby experience do you have?

None
 School/ University
 Club County
 International

2) If volunteering as a coach, what Age Group are you willing to do?

Your child's age group
 Any
 Specific Age Group – please specify

3) What is your availability?

More or less every Sunday
 Part time

4) Are you willing to have a DBS done?

Yes No

5) Are you willing to go on RFU training courses?

Yes No

6) Have you previously volunteered at another rugby Club or organisation? (Please specify)

Yes No

7) Do you have any experience of working with children? (Please specify)

Yes No