

# Cranbrook Sports Club

## Cranbrook Rugby Football Club

R.F.U.



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1957

### 3.13 RECRUITMENT AND RETENTION OF VOLUNTEERS POLICY

A volunteer is considered to be any adult or young person who volunteers to assist the club within an age group or activity at the Club or as a member of the Committee and includes all officers, managers, coaches, coordinators, first aiders, safeguarding assistants and those who help on a regular basis in age groups with tasks such as managing and organising social events, fixtures, fundraising or parent liaison.

Volunteers seeking to take part in regulated activities with children or vulnerable adults are required to obtain and then maintain a DBS certificate through the RFU.

Volunteer appointments will not be confirmed until a valid DBS 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 two weeks of applying to the club for appointment as a volunteer.

If a DBS certificate has not been issued within four weeks of an application, the situation will be reviewed by the Club Safeguarding Officer and the volunteer may be restricted from working with children until the disclosure is confirmed.

Volunteer appointments and approval of appointments are a Club function and are to be made by the Section Lead of the Mini or Youth section and confirmed by the Main Committee.

Existing volunteers taking on a new post will require approval but will not be required 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 can be confirmed.

All new volunteers must:

- 1) Complete a Club Volunteer Application Form and to be reviewed by the Club Safeguarding Team.
- 2) If the post being applied for is defined as a regulated activity for DBS purposes the applicant must apply and obtain an RFU Enhanced DBS Disclosure and undertake to maintain it throughout the period of involvement with the club.
- 3) When applying for a role defined as an unregulated activity the applicant will be required to complete an ID check to be carried out by the Club Safeguarding Officer.
- 4) References from two people known but not related to the applicant will be required to confirm their suitability to work with children. These references will be reviewed by the Club Safeguarding Officer.
- 5) Applicants will normally be asked to attend an informal meeting with the Mini or Youth Section Lead and the Club Safeguarding Officer and make a recommendation to the Club Appointment Panel.

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- 6) In the case of age group lead coaches and coach appointments the Club Appointment Panel will consist of the Club Chairman, the relevant Section Lead Coach and at least two other committee members.
- 7) The official appointment of Mini & Youth Coaches and Age Group volunteers to be confirmed at the first Committee meeting after the Club AGM.
- 8) Prior to the start of each season all coaches are to attend an informal interview with a section lead coach, officer or other person appointed by the committee to discuss and re-affirm their appointment and confirm their commitment to the goals and ethos of both the Club and the RFU. The interview is expected to be a discussion about what the Club expects from the volunteer and what the volunteer can expect back from the Club. Where appropriate, goals and milestone dates are to be agreed and recorded.
- 9) Where suitably qualified coaches are not available from within an age group, as is often the case with the U7's, a Lead coach from another age group, usually the age group above will lend support and mentor that age group until the required training and qualifications have been attained by the appointed coaches. Additional support will be provided by the Section Lead Coach and other age groups when required
- 9) All coaches are required to have completed a "Rugby Ready", "Play It Safe" and a concussion awareness course as a minimum, in addition to the compulsory DBS check. It is an aspiration of the Club that all coaches should also have achieved at least a Level 1 qualification and Level 2 when moving towards coaching the fifteen a-side game, as well as being trained as a first responder.
- 10) The informal interview will be used to explore the interests of the individual coach with the information gained being used to plan and support the coach in pursuing the Club's goals and to support each in conforming to "The Good Coach's Code", to reinforce how best practice can be achieved and applied within each age group and throughout the Club, inform where to find support and guidance within the RFU, pass on any feedback from other coaches, identify actions to take should there be a concern or disclosure and to confirm that each coach recognises their role in safeguarding and protecting children and vulnerable adults.