



Accredited Club



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, OCRFC 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 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 or Club Coach Co-ordinator in conjunction with the Club Safeguarding Officer



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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 DBS Co-ordinator who will provide instructions on completing the on-line application.
- c) If having been a member of OCRFC 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 OCRFC 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 Head Coaches is confirmed at the Mini Committee meeting prior to the start of the season.

The appointment of all coaches must be approved by one of the Minis' Chairman or Club Coach Co-ordinator 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 Surrey RFU Safeguarding Manager who will follow RFU procedures which are available on the RFU website.



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Development

Old Cranleighan RFC believes that the development of our Mini 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
Play it Safe	All Coaches
In Touch	Club Safeguarding Officer and deputy
Level 1: Refereeing Children	At least 1 Coach from each age group (U7 and above)
First Aid	At least 2 Coaches 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/>.



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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.

Document Category 1 - Primary Trusted Identity Credentials	
<input checked="" type="checkbox"/> A Current Valid Passport (Any Nationality)	<input type="checkbox"/> A Current Driving Licence (UK) (Full or provisional) - Isle of Man / Channel Islands; Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey) *
<input type="checkbox"/> Biometric Residence Permit (UK)	<input type="checkbox"/> An Original BRITISH Birth Certificate (UK and Channel Islands) - issued at the time of birth (less than 12 months from the date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces. (Photocopies are not acceptable)
Document Category 2a - Trusted Government/State Issued Documents	
<input type="checkbox"/> Birth Certificate (UK and Channel Islands) - (issued after the time of birth (more than 12 months from date of birth) by the General Register Office/relevant authority i.e. Registrars - Photocopies are not acceptable).	<input type="checkbox"/> Adoption Certificate (UK and Channel Islands)
<input type="checkbox"/> Marriage/Civil Partnership Certificate (UK and Channel Islands)	<input type="checkbox"/> HM Forces ID card (UK)
<input type="checkbox"/> A Current Driving licence (UK) - (old style paper version) *	<input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man) *
<input type="checkbox"/> A Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK)	
Document Category 2b - Financial/Social History Documents	
<input type="checkbox"/> Work Permit / VISA (UK) (UK Residence Permit)	<input type="checkbox"/> Cards carrying the PASS accreditation logo (UK and Channel Islands)
<input type="checkbox"/> Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only - valid only for applicants residing outside of the UK at time of application) *	<input type="checkbox"/> Letter from Head Teacher or College Principal of a UK institution - only to be used by 16 to 19 year olds in full time education if other documents cannot be provided. *
<input type="checkbox"/> EU National ID card	
The following documents must have been issued within the past 12 months:	
<input type="checkbox"/> P45 certificate statement (UK & Channel Islands) *	<input type="checkbox"/> P60 certificate statement (UK & Channel Islands) *
<input type="checkbox"/> Council Tax Statement (UK & Channel Islands) *	<input type="checkbox"/> Financial Statement (UK) - e.g. pension, endowment, ISA *
<input type="checkbox"/> Mortgage Statement (UK or EEA) - (Non-EEA statements must not be accepted) *	
The following documents that must be less than 3 months old.	
<input type="checkbox"/> Bank/Building Society Statement (UK and Channel Islands or EEA) (Non-EEA statements must not be accepted) *	<input type="checkbox"/> Bank/Building Society Account Opening Confirmation Letter (UK) *
<input type="checkbox"/> Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted) *	
Correspondence Documents from	
<input type="checkbox"/> Benefit Statement (UK) - e.g. Child Allowance, Pension *	<input type="checkbox"/> Document from Central or Local Government, Government Agency, or local council document giving entitlement - Document 2 *
<input type="checkbox"/> Document from Central or Local Government, Government Agency, or local council document giving entitlement - Document 1 *	
Utility Bills Such As	
<input type="checkbox"/> Electricity Bill / Statement (UK) *	<input type="checkbox"/> Water Bill / Statement (UK) *
<input type="checkbox"/> Gas Bill / Statement (UK) *	<input type="checkbox"/> Telephone Bill / Statement (Not Mobile Telephone) (UK) *



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OLD CRANLEIGH
RUGBY FOOTBALL
CLUB

Volunteer Expression of Interest Form

Name	
Address	
E-mail	
Mobile Number	
Home Telephone Number	
Position Volunteered for (e.g. Coach)	
Child's Age group(s)	

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 Groups are you willing to do?

Your Child's Age Group(s) only

Any Age Group

Specific Age groups only (List Below)

3) What is your availability?

More or less every Sunday

Part time (please specify)

4) Are you willing to have a free CRB check done?

Yes

No

5) Are you willing to go on RFU training courses provided by the club

Yes

No

Please list any courses you have already done

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

Yes

No

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

Yes

No