



WESTBURY RFC

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, Westbury RFC requires the following to have DBS checks:

- Coaches
- Safeguarding Officers
- First Aiders
- Anyone who has a role that involves the supervision of children or vulnerable adults

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 ASO/DBS Co-ordinator **before** the volunteer begins the regulated activity. The ASO/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 RFU Safeguarding make is binding on Westbury RFC.

If DBS clearance has not been received within 8 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 volunteer is awaiting DBS clearance they may take part in the regulated activity as long as another DBS cleared volunteer is present.

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/Youth/Senior Chairman or Club Coach Co-ordinator 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.

Process for New Coach Induction - see Appendix 1 & 1a

All new volunteers must:

- a)** Complete the Volunteer Application Form (Appendix 2).
- b)** If applying to take part in an activity that is regulated for DBS purposes, provide original ID documentation to the ASO/DBS Co-ordinator who will provide instructions on completing the on-line application.
- c)** If having been a member of Westbury RFC 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 Westbury RFC 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 one of the Minis/Youth/Senior Chairman or Club Coach Co-ordinator and the Club Safeguarding Officer.

APPEALS and COMPLAINTS

Appeals against Safeguarding decisions should be submitted to the Minis/Youth Chairman and will be referred to the Dorset & Wiltshire RFU Safeguarding Manager who will follow RFU procedures (which are available on the RFU website).

Development

Westbury RFC believes that the development of our Minis/Youth Rugby Coaches and Officers is fundamental to the ongoing success of the rugby club.

We are very fortunate to have people 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:

What Course and Who?

- Headcase (online concussion course) - *All Coaches, Parents, Match Officials, Junior and Senior Players should take the relevant module*
- Rugby Ready - *All Coaches*
- Scrum Factory - *All Coaches at age groups U9 and above*
- Introducing Children to Rugby Union (UKCC Level 1) - *Coaches at age group U9 and above*
- Coaching the 15 a side game (UKCC Level 2) - *Coaches at age group U11 and above*
- Play it Safe - *All Volunteers*
- In Touch - *Club Safeguarding Officer and ASOs*
- RFU First Aid - *At least 1 Coach/volunteer for 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 for their age group.

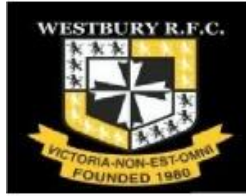
Details of additional training courses provided by the RFU, along with various other coaching aids, guides and laws/regulations can be found on the Coaches section of the RFU website at <http://www.englandrugby.com/my-rugby/coaches/>.



WESTBURY RFC

APPENDIX I: COACH INDUCTION PROCESS

- FILL OUT VOLUNTEER APPLICATION FORM.
- SPEND AT LEAST TWO SESSIONS BUDDYING WITH EXPERIENCED UKCC LEVEL 2 COACH TO ASSESS SUITABILITY FOR ROLE.
- APPLY FOR DBS WITH SAFEGUARDING.
- WHILST PROCESSING DBS NEW COACH MAY PARTICIPATE IN REGULATED ACTIVITY AT THE DISCRETION OF CLUB SAFEGUARDING OFFICER AND EITHER CLUB COACH COORDINATOR OR MINI/YOUTH/SENIOR CHAIRMAN. IF ACTIVITY INVOLVES CHILDREN/VULNERABLE ADULTS THEN A DBS APPROVED COACH MUST BE PRESENT.
- COMPLETE ONLINE CONCUSSION HEADCASE COURSE (COACHES MODULE).
- ATTEND PLAY IT SAFE COURSE (WITHIN 12 WEEKS OF DBS APPROVAL).
- ATTEND RUGBY READY COURSE (WITHIN 12 WEEKS OF DBS APPROVAL).
- ATTEND SCRUM FACTORY COURSE IF COACHING U9 AGE GROUP OR ABOVE (WITHIN 12 WEEKS OF DBS APPROVAL).
- ATTEND CPDS/UKCC LEVEL 2 – COURSES RELEVANT TO AGE GROUP.
- REVIEW BY CLUB COACH COORDINATOR/ UKCC LEVEL 2 COACH TO INCLUDE FEEDBACK ON A SESSION RUN BY NEW COACH (WITHIN 12 WEEKS OF DBS APPROVAL).



WESTBURY RFC

Appendix 2: Volunteer Application 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 DBS check done? 5) Are you willing to go on RFU training courses provided by the club?

Yes

No

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