



HRFC Volunteer Recruitment & Development Policy

Document Information

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Document type	Policy
Applies to	All HRFC Volunteers, Coaches and Match Officials
Review	Annually

Version Tracking Table

Version #	Date	Information
001	200323	First Release

1. Introduction

1.1 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.

2. Safe Recruitment

2.1 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

2.2 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.

2.3 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.

2.4 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.

2.5 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.

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

2.7 All new volunteers must:

- Complete the Volunteer Expression of Interest form (see below).
- 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.
- 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.
- 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.

2.8 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).

2.9 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.

2.10 The appointment of Head Coaches is confirmed at the Mini Committee meeting prior to the start of the season.

2.11 The appointment of all coaches must be approved by one of the Minis' Chairman or Club Coach Co-ordinator and the Club Safeguarding Officer.

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

3. Appeals and Complaints

3.1 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.

4. Development



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4.1 Hereford RFC believes that the development of our Mini Rugby Coaches and Officers is fundamental to the ongoing success of the rugby club.

4.2 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.

4.3 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)	Head Coaches
In Touch	Club Safeguarding Officer and deputy
Level 1: Refereeing Children	At least one Coach from each age group (U7 and beyond)
First Aid	At least 2 coaches from each age group

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

4.5 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/>.

5. Safeguarding

5.1 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.

6. DBS Identification Requirements

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

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



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

Document Category 1 Primary Trusted Identity Credentials

- A Current Valid Passport (Any Nationality)
- Biometric Residence Permit (UK)
- 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) *
- 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

- 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).
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- A Current Driving licence (UK) - (old style paper version) *
- A Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the applicant entered the UK)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- Firearms licence (UK, Channel Islands and Isle of Man) *

Document Category 2b - Financial/Social History Documents

- Work Permit / VISA (UK) (UK Residence Permit)
- 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) *
- EU National ID card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- 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. *

The following documents must have been issued within the past 12 months:

- P45 certificate statement (UK & Channel Islands) *
- Council Tax Statement (UK & Channel Islands) *
- Mortgage Statement (UK or EEA) - (Non-EEA statements must not be accepted) *
- P60 certificate statement (UK & Channel Islands) *
- Financial Statement (UK) - e.g. pension, endowment, ISA *

The following documents that must be less than 3 months old.

- Bank/Building Society Statement (UK and Channel Islands or EEA) (Non-EEA statements must not be accepted) *
- Credit Card Statement (UK or EEA) (Non-EEA statements must not be accepted) *
- Bank/Building Society Account Opening Confirmation Letter (UK) *

Correspondence Documents from

- Benefit Statement (UK) - e.g. Child Allowance, Pension *
- Document from Central or Local Government, Government Agency, or local council document giving entitlement - Document 1 *
- Document from Central or Local Government, Government Agency, or local council document giving entitlement - Document 2 *

Utility Bills Such As

- Electricity Bill / Statement (UK) *
- Gas Bill / Statement (UK) *
- Water Bill / Statement (UK) *
- Telephone Bill / Statement (Not Mobile Telephone) (UK) *

HRFC Volunteer Expression of Interest Form



Name	
Address	
Email	
Mobile Number	
Home Telephone Number	
Position Volunteering for	
Childs Age Group(s)	

Please answer the following questions and tick as appropriate:

1. What Rugby experience do you have? 2. Volunteering as a coach, what age group are you willing to do?

None

Your child's age group only

School/University

Any age group

Club

Specific Age groups only (List Below)

County

International

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? 5. Are you willing to attend RFU courses provided by the club?

Yes

Yes

No

No

Please list any courses you have already done

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

Yes

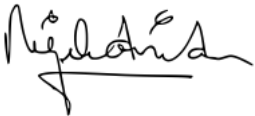
No

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

Yes

No

8. Once this form has been completed, please forward to the undersigned at the earliest opportunity.



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