



ESSINGTON RUGBY CLUB: VOLUNTEER RECRUITMENT, DBS & SAFER RECRUITMENT POLICY

1. POLICY STATEMENT

ERUFC is committed to recruiting suitable individuals to work with children and adults at risk.

The club recognises the importance of safer recruitment in safeguarding participants.

2. RECRUITMENT PRINCIPLES

ERUFC is committed to adopting safer recruitment practices to help prevent unsuitable individuals from gaining positions of trust within the Club.

The Club will:

- Recruit fairly, consistently and transparently.
 - Assess the suitability of all applicants for relevant roles.
 - Clearly define role responsibilities and expectations.
 - Obtain appropriate information before appointments are confirmed.
 - Promote safeguarding responsibilities throughout the recruitment process.
 - Ensure all relevant safeguarding checks are completed.
 - Provide induction, support and ongoing supervision.
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3. RECRUITMENT PROCESS

Individuals applying for roles involving responsibility for children or adults at risk may be required to:

- Complete an application form.
- Provide relevant background information.
- Attend an informal meeting or interview.
- Provide references where appropriate.

- Undertake DBS checks where required.
- Complete safeguarding training.

Appointments may be subject to satisfactory completion of all relevant checks.

4. DBS CHECKS

ERUFC will comply with RFU requirements regarding Disclosure and Barring Service (DBS) checks.

Where a role is eligible for a DBS check, the individual must complete the required process before undertaking regulated activities unless the Club has implemented suitable interim safeguards.

The Club reserves the right to:

- Restrict duties pending completion of checks.
- Refuse appointments where safeguarding concerns exist.
- Review appointments if new information becomes available.

DBS information will be handled confidentially and in accordance with data protection requirements.

5. REFERENCES

Where appropriate, references may be sought to support the recruitment process.

Any concerns identified during the reference process will be considered before appointments are confirmed.

6. INDUCTION AND SUPERVISION

New volunteers will receive appropriate induction, which may include:

- Club safeguarding procedures.
- Codes of conduct.
- Reporting procedures.
- Role expectations.
- Relevant club policies.

Volunteers will be provided with support and supervision appropriate to their role.

7. ONGOING SUITABILITY

Safeguarding is an ongoing responsibility.

The Club may review an individual's suitability where:

- Safeguarding concerns arise.
- Conduct falls below expected standards.
- Relevant qualifications lapse.
- Training requirements are not maintained.

The Club reserves the right to remove or suspend individuals from certain duties where safeguarding concerns exist.

8. TRAINING

Individuals working with children and adults at risk should complete:

- RFU safeguarding training.
- Any role-specific RFU training requirements.
- Refresher training as required by the RFU or Club.

The Club will maintain a record of safeguarding training completed by volunteers and coaches.

9. SAFEGUARDING RESPONSIBILITY

All volunteers are responsible for promoting a safe environment, maintaining appropriate boundaries and reporting safeguarding concerns promptly.

Any safeguarding concern involving a child or adult at risk must be reported in accordance with the ERUFC Reporting Safeguarding Concerns Procedure.

Safeguarding concerns should normally be reported to Sophie Lockley, Club Safeguarding Officer. Where the Club Safeguarding Officer is unavailable, is involved in the concern, or an individual does not feel comfortable reporting directly to the Club Safeguarding Officer, the concern may be reported to Phil Breakwell, Mental Health Lead and Inclusion & Diversity Officer, as the club's Alternative Reporting Contact.

Volunteers must not investigate safeguarding concerns themselves or promise absolute confidentiality.

10. RELATED POLICIES

This policy should be read alongside:

- Safeguarding Children Policy.
- Safeguarding Adults at Risk Policy.

- Reporting Safeguarding Concerns Procedure.
- Whistleblowing Policy.
- Equality, Diversity and Inclusion Policy.
- Code of Conduct Policies.

Document Title: Volunteer recruitment, DBS & Safer Recruitment Policy

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Policy Owner: Club Safeguarding Officer

Approved By: ERUFC Committee

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