



**Crusaders Rugby Union
Football Club**

**Volunteer Recruitment
and Development Policy**

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Introduction

For the purposes of this policy a volunteer is any adult or young person who volunteers to serve Crusaders Rugby Union Football Club including all officers, coaches, team managers, first aiders and those who help on a regular basis.

The Club Safeguarding Officer 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.

Signed:

Mr Justin Williams
Club Chairperson

Miss Natalie Eccles
Club Secretary

Mrs Jenna Keyes
Safeguarding Officer

Dated:

Safe Recruitment

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/employment is **not** accepted. For avoidance of doubt, Crusaders Rugby Union Football Club requires all of the following to have a DBS check:

- Coaches
- Team Managers
- Committee Members
- Safeguarding Officer
- First Aiders
- Regular helpers in the kitchen

This DBS check will last for 3 years after which time a new application will be made. The Safeguarding Officer will inform individuals when their DBS is approaching its expiration date.

If a person working in a Regulated Activity is cautioned or convicted of any offence, they **must** notify the Club Safeguarding officer of the caution or conviction and provide details. The Club Safeguarding Officer will consult with the RFU Safeguarding Team and the individual may be required to complete a new DBS check if it is considered appropriate.

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 Chairperson and Coach Rep in conjunction with the Club Safeguarding officer.

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

All new volunteers must:

1. Complete the volunteer application form
2. If applying to take part in an activity that is regulated for DBS purposes, provide original ID documentation (see DSB section for details) to the Safeguarding Officer who will provide instructions regarding completing the online application
3. If having been a member of Crusaders Rugby Union Football Club 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
4. If having been a member of Crusaders Rugby Union Football Club 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 the process outlined above.

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 Committee meeting prior to the start of the season.

The appointment of all coaches must be approved by the Chairperson, Coach Rep and Club Safeguarding Officer.

The appointment of all other volunteers must be approved by the Chairperson, Operations and Facilities Manager and the Club Safeguarding Officer.

DBS Process

The application for a DBS requires the applicant to provide ID documents and these documents must be provided to the Club Safeguarding Officers **before** the volunteer begins the regulated activity. The Club Safeguarding Officer will then begin the application process and inform the volunteer of the next steps.

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

- One document from Category 1, below
- Two 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.

Group 1:

- Passport, must be valid
- Biometric residence permit
- Current driving licence photocard (full or provisional)
- Birth certificate (issued within 12 months of birth)
- Adoption certificate

Group 2a: **Trusted Government Documents**

- Current driving licence photocard (full or provisional)
- Current driving licence (full or provisional)- paper version (if issued before 1998)
- Marriage/civil partnership certificate
- Immigration document, visa or work permit
- HM Forces ID card
- Firearms Licence

Group 2b: **Financial and social history documents**

- Mortgage statement- issued in last 12 months
- Bank or building society- issued in last 3 months
- Bank or building society account opening confirmation letter- issued in last 3 months
- Financial statement, for example pension or endowment- issued in last 12 months
- P45 or P60- issued in the last 12 months
- Council Tax Statement- issued in last 12 months
- Utility bill (not mobile phone bill)- issued in last 3 months
- Benefit statement, for example Child Benefit, Pension- issued in last 3 months
- Central or local government, government agency or local council document giving entitlement for example the Department for Work and Pensions, the Employment Service, HMRC- issued in last 3 months
- EEA National ID card- must be valid
- Irish Passport card- cannot be used with an Irish passport, must still be valid
- Cards carrying PASS accreditation logo- must still be valid

If the disclosure reveals any information that is of concern this will be assessed by the RFU Safeguarding Team (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.

Appeals and Complaints

Appeals against safeguarding decisions should be submitted to the Chairperson and will be referred to the Eastern Counties Safeguarding Manager who will follow RFU procedures which are available on the RFU website.

Development

Crusaders Rugby Union Football Club believes the development of our coaches and officers is fundamental to the ongoing success of the 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 equip these volunteers with the skills they need to become effective coaches and officers.

The Club aims to provide the training courses set out below as a minimum standard:

Course	Who?
Play it Safe	All coaches
Headcase online Concussion Module	All coaches, managers and First Aiders
Emergency First Aid in Rugby Union	Coaches and managers
Rugby Ready	All coaches
England Rugby Refereeing Award	At least one coach from each age group
TackleSafe	All coaches
Introduction to Safeguarding	All volunteers

If volunteers wish to seek self-funded further training over and above these courses, 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 <https://englandrugby.com/participation/coaching>

Useful Contacts

Crusaders RUFC

Role	Name	Contact
Club Chairperson	Justin Williams	justin.williams959@gmail.com
Club Safeguarding Officer	Jenna Keyes	jennakeyes@outlook.com
Club Secretary	Natalie Eccles	ecclesna.crusaders@gmail.com
Club Treasurer	Michaela Currums	m.currums@outlook.com
Club Discipline Secretary	David Williams	mcwill13@btinternet.com
All other enquiries		crusaders.rugby@outlook.com

Eastern Counties RFU

Role	Name	Contact
Eastern Counties Safeguarding Manager	Sally Lloyd	safeguarding@norfolkrfu.co.uk

RFU

Role	Name	Contact
Head of Safeguarding	Vivien Rimmer	vivienrimmer@rfu.com
Safeguarding Compliance Officer	Chris Rawlings	chrisrawlings@rfu.com

The club committee reserves the right to update/amend this policy at any time in line with RFU and Government legislation

Jenna Keyes- Crusaders Rugby Union Football Club, February 2021