



## **Provisional recruitment of the volunteers process for Mini's, Junior's and Girl's age groups**

Volunteers are fundamental to the effective running of our club and allow us to continue providing high-quality coaching and rugby training to children and young people.

There is a process that must be followed for the recruitment of volunteers.

All those volunteering or in paid employment and carrying out roles that meet the following criteria (the RFU sets that out) will require a DBS:

- Teaching, training, instructing, caring or supervising children or adults at risk
- The activity must also be carried out by the same person frequently (once a week or more often), or on 4 or more days in 30 days, or overnight, all on an unsupervised basis
- The activity must be carried out by an individual aged 16 or over

When recruiting volunteers, the following must be completed, in the order set out below, before volunteers start in their role:

1. Ask the prospective volunteer to complete the volunteer reference form and pass it to the Club Safeguarding Officer, Rachel Gilroy
2. The Club Safeguarding Officer, or another club representative will then take up character references and meet with the volunteer to explain the requirements to become a volunteer at the club.
3. Complete the RFU Headcase Course and Introduction to Safeguarding Course.
4. Complete their DBS forms
5. Once the following has been completed the Team Manager will be notified that all checks and references have been satisfactorily completed.

Safeguarding Officer  
Old Reigatian Rugby Club