



Dudley Kingswinford Rugby Football Club



Accredited Club

Heathbrook, Swindon Rd, Wall Heath, Kingswinford, West Midlands, DY6 0AW
Tel: 01384 287006 Email: admin@dk-rugby.co.uk www.dkrugby.co.uk

Dudley Kingswinford 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 legally required to have a DBS check through the RFU (note that an existing DBS from another organisation is not acceptable). For avoidance of doubt, DKRFC requires all the following to have DBS checks:

- Coaches
- Safeguarding Officers
- First Aiders
- Designated Adults (when on tour)

The application for a DBS requires the applicant to provide 3 original ID documents and these must be provided to the Club Safeguarding Officer (CSO) when completing the application. The volunteer cannot begin the regulated activity unsupervised until he/she has received their DBS certificate and the RFU have approved it.

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. Where the RFU request a reference from the club an anonymous account of the applicant's background and RFU's concerns will be shared with the Management Committee and a vote will be taken as to if a reference will be submitted.

This DBS check will last for a period of 3 years after which time a new application will have to be made.

The CSO 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 RFU Safeguarding team of the caution or conviction and provide details. They will make the decision whether further action is necessary.

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 Youth Chairperson or Youth Coaching Co-ordinator in conjunction with the CSO.

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

All new volunteers must:

- Complete the Volunteer Application Form (available on the website).
- If applying to take part in an activity that is regulated for DBS purposes, provide original ID documentation to the CSO when the application is being completed.
- If having been a member of DKRFC 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 DKRFC 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.



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

The appointment of all coaches must be approved by one of the Youth Chairperson or Youth Coaching Co-ordinator and the Club Safeguarding Officer.

The appointment of all other volunteers must be approved by the Youth Chairperson and the Club Safeguarding Officer.

APPEALS and COMPLAINTS

Appeals against Safeguarding decisions should be submitted to the Youth Chairperson and will be referred to the North Midlands RFU Safeguarding Officer.

Development

Dudley Kingswinford RFC believes that the development of our Youth Rugby Coaches and Officers is fundamental to the ongoing success of the rugby 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 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:

Course	Who?
Rugby Ready	All Coaches
Headcase - Coach	All Coaches
Quilter Kids First Tag	All Coaches up to U8
Scrum Factory	All Coaches at U9 and above
England Rugby Coaching Award (Old Level 1 or 2)	Head Coaches
Play it Safe	1 per age group, moving forward to 2 this season and all named coaches next season.
In Touch	Club Safeguarding Officer and deputy
First Aid	1 per age group, moving forward to at least 2 this season.

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 England Rugby website at

<http://www.englandrugby.com/my-rugby/coaches/>.

Tours

When planning a Tour for a team of children it is essential that the document Touring with Children is read by all adults with responsibility for the safety and wellbeing of the children. A Tour Pack must be completed and submitted to the Youth Chairperson, when they have signed the document off it will then be given to the CSO for final clearance.

Safeguarding

The Club Safeguarding Officer is responsible for the implementation of the club's Safeguarding policy (available on the website). However, all volunteers have a responsibility to read the policy, 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.



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