HASTINGS RUNNERS
SELECTION AND RECRUITMENT POLICY OF VOLUNTEERS & STAFF WHO MAY WORK WITH YOUNG OR VULNERABLE PEOPLE

Grassroots running wouldn't exist without the help of many thousands of volunteers. However, we mustn't lose sight of the fact that anyone may have the potential to abuse young or vulnerable people. Therefore Hastings Runners club abides by ARC policy that reasonable steps must be taken to ensure unsuitable people are prevented from working with young or vulnerable people. Careful recruitment and selection procedures will help to screen out those who are not suitable to work with the young or vulnerable.

Selection process includes;

Using application forms to **collect information** on each applicant; ensuring that more than one club member looks at each application form; asking for ID documents to confirm the identity of the applicant (ie passport or driving licence).

Interviewing: meeting with all applicants prior to any recruitment decisions being made; ensuring that more than one club member is present. The interview will enable the club to explore further the information provided in the application form. The questions to be asked should be decided in advance and should provide the applicant with the opportunity to tell of his previous experience and say how they would handle situations.

It is important to find out about an applicant's technical capabilities and it is also necessary to confirm their commitment to the welfare of the young and vulnerable. Here are some examples of questions that could be used to discover this information:

- Tell us your experience of working with young and vulnerable people.
- Give a child related scenario and ask the applicant what they would do e.g. "it's a winter evening and the training sessions finished. A parent has not arrived to pick up their child- what would you do?"

References: Request at least two references from people who are not related to the applicant. One reference should be associated with the applicant's place of work and, if possible, one that demonstrates the individual has been involved in sport . References should be followed up

prior to any offer of appointment being made. If the references raise any concerns you are advised to contact ARC for advice and guidance.

Disclosure & Barring Service (DBS) disclosures: A DBS Enhanced Disclosure reveals a person's recorded offences. It may indicate that a person is not suitable to work with young or vulnerable people, for example if they have a history of sexual offending or dealing in drugs. It could also reveal that further investigations are required, for example if the person has a history of racist offences.

ARC will take into account the Rehabilitation of Offenders Act and only consider offences which are relevant to the care, supervision and training of young and vulnerable people.

The results of disclosures are sent directly to the person applying for the disclosure. The applicant must then show the disclosure result to an official of his club. ARC should be advised of disclosures which reveal relevant offences and ARC will then decide whether or not the applicant is suitable to work with children or vulnerable persons.

ARC have arranged a facility to handle DBS checks. DBS Disclosure Application Forms can be obtained from the Secretary of ARC.

Appointing volunteers and staff: Clubs should consider all the information they receive via the confirmation of identity, the application form, the references and the DBS Enhanced Disclosure. This information should be considered alongside the outcome of the interview to make a decision as to whether or not to accept the applicant into their club.

After the appointment: Once a new volunteer has been recruited follow up action must be taken including checking qualifications such as coaching certificates; making new volunteers aware of and signed up to the club's policy for the protection of young and vulnerable people; ensuring that the volunteer is supported by supervision and observation for an initial period.