



Registered Charity No. 1192282

# Recruitment & Training of Coaches / Tutors and Volunteers

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**Approved by Trustee Board: 3<sup>rd</sup> December 2020**

**Next Review: April 2023**

## **Policy Statement**

All coaches, tutors and volunteers must be subject to an appropriate vetting process to establish their suitability to work with children and vulnerable adults prior to appointment.

The suitability of coaches, tutors and volunteers to continue to work with children and vulnerable adults will be subject to periodic review in line with the requirements of affiliated organisations.

All coaches, tutors and volunteers will be provided with suitable information and training to enable them to safely deliver and / or support members during the charity's activities.

## **Procedure**

### Background

The Protection of Freedoms Act 2012 became law in May 2012 and places a legal requirement on charity such as Together We Can Do to ensure all staff and volunteers holding or applying for a post deemed to be "regulated activity" are subject to checks to confirm their suitability to work with children and vulnerable adults.

Regulated Activity has a wide definition and includes:

- unsupervised activities involving teaching, training, instruction, care for and supervision of children or driving a vehicle only for children;
- unsupervised activity which involves providing personal care to an adult

To fall within scope of the Act the activity needs to occur frequently (at least once per week) or happens intensively (on 4 or more days in a 30-day period) or overnight.

The charity is committed to providing a safe environment for our members and the requirements of the recruitment process outlined below must be followed whenever a coach / tutors or volunteer is appointed. In the recruitment of coaches, tutors and volunteers the wellbeing of the children and vulnerable adults is paramount.

There are three types of roles within the charity; an individual may undertake one or more of these roles, depending upon their knowledge, skills and experience.

- A "Coach" involves providing related teaching, training and instruction to members. A recognised coaching / teaching qualification is required to undertake this role.
- A "Sport Volunteer" involves supervising and supporting members whilst participating in sports sessions. They follow the directions issued by the qualified coach / tutors and do not provide personal care (unless they the recognised carer of the member).
- A "General Volunteer" involves undertaking various activities to support the running of the charity. They do not teach, train or instruct members, nor provide personal care to members (unless they the recognised carer of the member).

### Applications

Every applicant must be treated in a fair and consistent manner.

The "Coach / Volunteer Application Form" (ref 1) will be used to collect relevant information required for the post. The person's identity will be verified by two charity officers prior to it being considered.

A meeting with the applicant involving at least one trustee and the Safeguarding and Welfare Officer will take place to discuss the information detailed on the application form. Each applicant shall be given the opportunity to discuss their experiences and qualifications for the role and will be asked for examples of how they would manage some sample situations.

In assessing the person's suitability, the following will be considered:

- Relevant qualifications and experience of working with children and vulnerable adults (both inside and outside of the sports club environment).
- A timeline identifying any roles that involved working directly with children or vulnerable adults.
- A timeline identifying a previous role in a sports or similar club.
- Their attitudes and commitment to safeguarding children and vulnerable adults.
- Their response to being asked if they have ever been refused work that involved contact with children or vulnerable adults.
- Their response to being asked whether there is anything that the charity should know that could affect their suitability to work with children and vulnerable adults (including whether they have been convicted of an offence involving dishonesty or deception, or associated with an undischarged bankruptcy).

## References

References must be obtained even if the person is known to the charity. References should not be from a person who is related to the applicant.

The referee must know the applicant personally and have some knowledge of the skills and attributes the individual can offer to support the charity and its members. This should include their attitude towards the wellbeing and safeguarding of children and / or vulnerable adults.

All references will be checked by a trustee or the Safeguarding & Welfare Officer prior to confirmation of suitability of the applicant being provided to the Secretary.

## Vetting

The vetting procedure is essential in determining if the person applying for a role is suitable to work with children and vulnerable adults. A Disclosure and Barring Services (DBS) enhanced check is required for all coaching, teaching and sport volunteer roles.

The Countersigning Officer will undertake suitable checks to enable the accuracy of information provided by the applicant to be checked prior to the DBS Application being submitted.

The applicant will be informed that the vetting process could take several weeks to complete and that they will not be allowed to act as a coach / tutors / volunteer until the DBS clearance has been obtained.

The applicant will be issued with an "Enhanced Certificate" by the DBS and asked to provide this to the Secretary in order that the certificate number and issue date can be recorded.

## Recruitment Decision

The trustees will consider all the information they have prior to deciding whether the individual is employed or allowed to act as a volunteer.

If the decision is that the individual should not be hired then the reasons for making this

decision will be communicated to the individual by the Secretary.

If the decision is that the individual should not be allowed to act as volunteer then the reasons for making this decision will be communicated to the individual by the Secretary.

#### Post Recruitment

Coaches, tutors and volunteers must attend an initial meeting with a trustee and the Safeguarding & Welfare Officer where an introduction to the charity's membership conditions and initial safeguarding guidance will be provided.

The following matters will be covered during this meeting:

- The charity's policy and procedure for Safeguarding the welfare of members (ref 2)
- Confirming that they have attended a "Safeguarding" training course within the previous 12 months or a commitment to attend an appropriate course within 6 months
- The charity's "Code of Conduct for Coaches, Tutors and Sports Volunteers" (ref 3)
- The charity's Equality and Diversity, Health and Safety, Data Protection and Financial Controls policies and procedures (refs 4, 5, 6 and 7)
- Specific health and safety requirements and information relevant to the location(s) where programmed activities are taking place.
- The identification of any additional training required to undertake the role(s).
- The support available for coaches, tutors and volunteers including: mentoring, and supervision

Before they undertake any duties each coach / tutor / volunteer must confirm by signature that

- they have received and understood the safeguarding information,
- been provided with relevant club policies, procedures and guidance and
- that they will abide by the respective Code of Conduct.

All coaches / tutors / volunteers will be registered as a member of the charity following completion of the above.

#### Assurance of Continuing Suitability

The suitability of coaches / tutors / volunteers to continue to work with children and vulnerable adults will be subject to periodic review.

The trustees will ensure that the status of the DBS clearance for all coaches / tutors / and sports volunteer roles are periodically reviewed.

In the event of information being brought to the attention of the trustees that raises doubts over the suitability of a coach / tutor / volunteer to continue to work with members this will be discussed. The trustees will consider all the information they have prior to deciding whether the individual is permitted to continue to work for or act as a volunteer for the charity.

If the decision is that the individual should no longer be hired then the reasons for making this decision will be communicated to the individual by the Secretary.

If the decision is that the individual should not be allowed to act as Sports Volunteer then the reasons for making this decision will be communicated to the individual by the Secretary.

## References

1. Coach / Tutor Volunteer Application Form, Issue 1, Nov 2020
2. Safeguarding and Welfare of Members policy and procedure, Issue 1, Nov 2020
3. Code of Conduct for Coaches, Tutors and Sports Volunteers, Issue 1, Nov 2020
4. Equality and Diversity policy, issue 1, Dec 2020
5. Health and Safety policy, issue 1, Dec 2020
6. Data Protection policy, issue 1, Dec 2020
7. Financial Controls procedures, issue 1, Nov 2020