

GRIFFIN BOWLS CLUB

Safeguarding Children and Vulnerable Adults Policy

RECRUITMENT

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The following signatures represent review and acceptance of content of this document.

Position	Name	Signature	Date
Chairman			
Head Coach			
Secretary			
Safeguarding Officer			

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1. PURPOSE

This document will set out the Griffin Bowls Club Safeguarding Young People and Vulnerable Adults Sub Policy on Recruitment. This will eventually form a chapter of the updated Griffin Bowls Club Safeguarding Children and Vulnerable Adults Policy. This policy will reference both the Bowls England Safeguarding Young People and Vulnerable Adults Policy and recommendations from our partners at the NSPCC Child Protection in Sport Unit. The policy will ensure that current members of support and coaching staff of the club, as well as any potential candidates, are aware of all processes and procedures that must be followed when dealing with recruitment.

2. INTRODUCTION

The Griffin Bowls Club have a legal and moral obligation to ensure that the welfare and safeguarding of our young people and vulnerable adults is paramount. This policy is a framework by which we ensure that we provide a safe and nurturing environment in which our young people and vulnerable adults can flourish and thrive in the sport of Bowls. This document will set out our policy and procedure as well as recommended best practice in the area of recruitment.

3. DEFINITIONS AND KEY PRINCIPLES

Anyone under the age of 18 should be considered as a young person for the purposes of this document, as defined in The Children's Act 1989. A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves, or protect themselves from harm or from being exploited. This may be because they have a mental health problem, a disability, a sensory impairment, are old and frail, or have some form of illness.

4. RECRUITMENT

The Griffin Bowls Club wouldn't exist if it was not for the help of its volunteers who give their time to ensure the success of the club programme. We do, however, take the issue of our participants welfare and safety seriously and as such we employ various procedures in the recruitment and deployment of our volunteers.

4.1. PLANNING

All volunteer and coaching positions within the Griffin Bowls Club have a relevant skill profile. These skill profiles are reviewed regularly by the club committee.

Volunteers are recruited from the club membership by the relevant committee member who is responsible for the particular task.

The task leader carries out instruction to ensure the volunteer has the required knowledge and skill to carry out their duty safely.

4.2 DBS CERTIFICATION

All key roles within the Club involve ongoing and/or significant access to young people or vulnerable adults and candidates will be required to make an application for a Disclosure and Barring Service (DBS) certificate to work with children. This process is administered by the Club Safeguarding Officer in conjunction with the Bowls England as our Governing Body representative. DBS certification must be completed once every four years. The Club Safeguarding Officer will contact each volunteer when it is time to renew their certification. The Griffin Bowls Club reserve the right to request checks prior to the four yearly update if there is need to do so for the welfare of its participants. If the volunteer refuses then the Club has no choice other than to require the volunteer to step down from their role.

The Griffin Bowls Club Safeguarding Officer is responsible for ensuring copies of DBS certificates of Club volunteers are sent to relevant governing body.

4.3 INDUCTION

New volunteers will be assigned to a club member who will act as a mentor. The new volunteer must also agree to abide by the relevant Code of Conduct. The Safeguarding Officer is responsible for ensuring that new volunteers are aware of any health and safety and welfare issues and advise them of their key responsibilities in this area.

4.4 MONITORING

Wherever appropriate all volunteers should be afforded the opportunity to receive formal or informal feedback. This feedback helps to identify training needs and highlights any concerns about inappropriate behaviour.