



## Coventry Godiva Harriers

### Good Practice Guidance on Safe Recruitment of Club Personnel Procedures

Here at Coventry Godiva Harriers (CGH) we acknowledge our duty of care to safeguard all the club's members, including volunteers. We are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the UK Athletics/ England Athletics 'Safeguarding and Protecting Children and Adults in Athletics' requirements.

This good practice guidance outlines how we implement safe recruitment and selection procedures within the club in order, to ensure that club members and volunteers engaging in sport are fully safeguarded.

England Athletics have published a [video animated guidance](#) and [info-graphic guidance](#) on the safe recruitment of club personnel. It shares an insight on how the use of a structured, yet welcoming and supportive process will assist the club to engage and retain volunteers, whilst also protecting both the welfare of club members and the volunteers themselves.

For new and existing coaches, officials and volunteers we want to ensure that everyone knows what their safeguarding roles and responsibilities are, as well as being able to understand and recognise any concerns that may arise in relation to safeguarding and the relevant reporting procedures.

At Coventry Godiva Harriers we have dedicated Welfare Officers, (male and female), a Designated Lead for Safeguarding and members with extensive Safeguarding expertise.

#### Why is safer recruitment important?

- Developing effective safe recruitment and selection procedures will ensure that coaches, officials and volunteers have clearly defined roles and responsibilities, which have a positive impact on club members.
- Parents/carers are assured that measures are taken to recruit only suitable people to work with children and young people.
- Organisations reduce the risk to their reputation.

#### Applying to become a new coach, official or volunteer, and what to expect?

When someone expresses an interest in volunteering we will take time to meet with them and find out about their skills, interests and experience, in order that we can match people with suitable roles. Along with a reference, it is important that the prospective volunteer understands that the role will require them to undertake a DBS check.



## Type of Volunteer Roles at CGH

- Coach
- Official
- Team Manager
- Committee Member roles
- Clubhouse Manager
- Young Volunteers
- Events Co-ordinator

## Recruitment Process

- When advertising a role, CGH have role descriptions which outline the main duties involved in a role. There will also be information about how volunteers will be supported in their role.
- The interested applicant will be asked to complete an application form to gather relevant information and complete a reference form. Applicants will also be asked to complete a **self-declaration** form. A self-declaration doesn't replace the need for a DBS disclosure check for eligible roles, but can provide additional information that a DBS check will not.
- For **prospective coaches** the Coach Co-ordinator will be responsible for managing the application process. All appointments will be made by the Coventry Godiva Harriers Committee, being advised by the Coach Co-ordinator who has overseen the application process. If issues/concerns are raised about the applicant during the application process these will be discussed by the Committee and decisions and appropriate actions taken.
- For **prospective officials** the Officials Co-ordinator will direct members to the next available officials course and once they have attended the course, and have indicated they would like to proceed, DBS checks will be undertaken.
- Co-ordinators will meet with the prospective volunteers in order, to ensure that they understand the role and responsibilities.
- Once all the relevant checks have been completed, and following a successful application process, mentors will be assigned to the new volunteer. There may also be an induction process, and we believe it is important to ensure that there is the right support given to all new volunteers.

## Written References

- Applicants will be asked to complete a template **reference form** and this will be used when contacting referees.

## Disclosure and Barring Scheme (DBS).

- As part of the process applicants will be asked to undertake a criminal records check under the Disclosure and Barring Scheme (DBS). Organisations no longer receive their own copy so arrangements will be made for the Club Welfare Officer to be provided with access to the disclosure for eligible posts and roles. DBS disclosure information will be considered alongside all other relevant information. This may include references, application information, qualifications, experience and previous training.



- If there is information on an individual's disclosure form, there will be a risk assessment on whether this person is suitable, in conjunction with someone with appropriate safeguarding knowledge and experience. A decision will be made as to if the application will be progressed or terminated.

### **Introduction Process**

All new coaches/officials/volunteers will go through an introduction process as soon as possible, and this will include;

- becoming familiar with Coventry Godiva Harriers policies and procedures.
- being required to complete the UKA online Safeguarding in Athletics course.
- being familiar with and signing up to Coventry Godiva Harriers Constitution and Rules, Codes of Conduct, and Regulations and Policies.
- being required to register as a member of the club if not already a member
- being introduced to key members of the club.
- having a mentor to contact for support.

### **Review Period**

- All new coaches, officials and volunteers will undergo a review of progress within six months to ensure that they have received the required support and mentoring in order to undertake their new role.
- The Coach and Officials Co-Ordinators will oversee the review process for all new coaches and officials.
- If issues/concerns are raised about the applicant during the review period these will be discussed by the Committee and decisions and appropriate actions taken.

### **What should existing coach, officials and volunteers expect?**

- A DBS check will need to be updated every three years. The DBS now operate an update service which allows a DBS certificate to be kept up to date and taken from role to role.
- There will be an expectation to attend on-going training and keep up to date with relevant safeguarding policy and procedures.
- We are currently working on guidelines which outlines how we will support volunteers and opportunities that will be available. We value all our volunteers and it is important for us to ensure that support and mentoring is offered as well as training opportunities and certain financial rewards and incentives.

### **How will personal information will be stored?**

The Club Welfare Officers will maintain a register of all club roles with DBS clearance, coaches, officials, volunteers and parent helpers who have self-certified, and a copy of the self-certification forms.

This information will be stored in the welfare section of the club's shared drive, so that it is available for all Committee members to access at any time. All roles identified above will not commence duties with club members until their DBS has cleared, licence has been received and/or self-certification has occurred and has been registered by a Club Welfare Officer.



Club Welfare Officers are responsible for ensuring the DBS/ self-certification register is kept up to date, including removing those who are no longer in their role or whose certification/ registration has expired.

All other personal information is stored in a locked cabinet within the Committee Room in the Clubhouse House.

### **Next Steps**

We are confident that having relevant policy and procedures in place, which are regularly reviewed, will ensure that we fully exercise our duty of care to club members and keep them safe whilst undertaking sport.

We acknowledge the hard work and commitment of our dedicated coaches, officials and volunteers, who give up their time voluntarily to support the Club and its athletes.

### **Useful Contact Details**

- UK Athletics: [www.uka.org.uk](http://www.uka.org.uk)
- NSPCC: Child Protection in Sport Unit: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)
- HM Government: Working Together to Safeguard Children. A guide to inter-agency working to safeguard and promote the welfare of children. July 2018: [www.assets.publishing.service.gov.uk](http://www.assets.publishing.service.gov.uk)
- Coventry Safeguarding Children Partnership: [www.coventry.gov.uk](http://www.coventry.gov.uk)
- Ann Craft Trust: A national charity which exists to minimise the risk of abuse of disabled children and adults at risk. Resources can be found at: [www.anncrafttrust.org/resources](http://www.anncrafttrust.org/resources)

Agreed: CGH Committee - June 2020