



Lordswood Rugby Football Club Volunteer Recruitment Policy

Lordswood Rugby Football Club (LRFC) is committed to the safe and proper recruitment of volunteers for posts throughout the club. The aim of this policy is to ensure that any potential volunteers are suited for the post for which they are applying and that the volunteer is supported in their induction to a role within LRFC. This policy is intended to be enacted alongside the RFU Safeguarding Guidelines. This policy does not supplant the procedures in place to fill Club Roles via the AGM or an EGM.

Recruitment Procedure

1) Register Interest

a. Any potential volunteer will register their interests verbally to a member of LRFC Committee; an informal discussion will take place regarding the nature of the role and the volunteer's suitability.

2) Application Form

a. The applicant will be asked to fill in a simple Application Form, including basic contact details, details of any qualifications and experience and the contact details of a referee.
b. Should there be more than one applicant for a position, the applications will be sifted and shortlisted at this point. Applications should be sifted by a group comprising of the relevant LRFC committee (Head Coach and the Club Safe-guarding Office must be in attendance) Applications will be sifted based on suitability and qualification for the role.

3) Interview & References

a. The application (or any successful applicants in the case of multiple applicants) will then be invited to interview, references will be taken up. Referees will be contacted by email and asked as to the applicant's suitability for the post. An interview will be held with the LRFC committee (Head Coach and the Club Safe-guarding Officer must be attendance) at the interview.

4) Offer and DBS Check

a. Following a successful interview and satisfactory references the applicant will be formally invited to take up the role and where necessary the documentation to obtain a DBS check will be completed.

5) Induction & Probationary Period

a. Upon receipt of a clear DBS check, the volunteer can then take up the role. They should be given an induction by the relevant LRFC Committed member (Chairman), including mention of safeguarding procedures and any good practice that is relevant to the role. The Volunteer will then take on the role for a 6-week probationary period.
b. At the end of the 6-week probationary week, and concerns about the volunteer's competency should be raised with the CSO.

Written by LRFC Safeguarding team.