



Safer Recruitment of Volunteers Policy

Our club vision is: Empowering everyone to achieve their full potential in the sport of canoeing, both competitively and recreationally.

Our club values include:

Open to all: We are a diverse and inclusive club – offering equal opportunities for everyone to participate in paddlesports at all levels.

Safe and supportive: We provide a safe and supportive environment – enabling paddlers of all abilities to safely paddle and support each other.

We are committed to safeguarding and promoting the welfare of everyone taking part in our sport.

Volunteers are the lifeblood of our club and it would not exist without them, however not every volunteer may be suited to every role and a small minority may not have the skills or appropriate motivations to work with young people, women and girls or any other group within the club.

We want to create a culture that embodies safeguarding and provides a safe environment for all, attracting a wide range of volunteers who will bring different voices, experiences, perspectives and backgrounds.

This Policy has been developed in line with current NSPCC guidance on safer recruitment (January 2022) and is necessary to promote the safety of young people and adults at risk. It aims to:

- PROTECT children and adults at risk from harm by deterring unsuitable applicants from applying for roles working with children and adults at risk.
- IDENTIFY and reject unsuitable applicants if they are not deterred.
- HELP volunteers to be effective in their role through a thorough induction process and identifying necessary training and support.

The Safer Recruitment Process

1. **Define the role** – Our committee role descriptions describe the tasks and duties involved, skills, experience required and any safeguarding responsibilities.

2. **Advertising** – We aim to advertise volunteer roles to all our members, usually by email.

4. **Self-declaration** – For positions that involve working with children or adults at risk of harm we will require self-declaration of relevant convictions or whether the volunteer is undergoing current investigations.

6. **References** – For those new to the Club, two written references are required, ideally from previous club or volunteer opportunities who are able to comment on the applicant's suitability to the volunteer role.

7. **DBS Checks** - Where a role meets the eligibility requirements the appropriate level of DBS check must be completed prior to starting the volunteer role. Applicants that do not meet the criteria for a DBS check, should complete the Self-Declaration form prior to working with children and adults at risk.

8. **Induction** – Should take place as soon as the volunteer is appointed and should be designed to welcome new volunteers into club and role and highlight key personnel, training, policies and procedures.