

## INVERNESS GYMNASTICS CLUB

### RECRUITMENT POLICY

#### **Rationale**

The following policy outlines the process by which all new coaches, committee members and volunteers (paid, unpaid or contracted) are recruited in order to comply with the club and governing body's safeguarding policies. This policy protects all members of Inverness Gymnastics Club by ensuring those with access to children and the wider club membership are suitably vetted, and their identify is suitably verified in order to uphold a high standard of child protection and welfare.

#### **Ownership and Responsibility**

It is the responsibility of the club's Safeguarding Officer, under guidance by the Executive Committee and National Governing Body to ensure that the procedures within this policy are adhered to, and that the relevant information is stored and updated accordingly.

#### **Procedure**

The following table outlines the procedure for recruiting new volunteers, coaches and paid or contracted staff within Inverness Gymnastics Club.

<b>Stage 1 Recruitment</b>	<p>It is recognised that the nature of The Club's operation often dictates that new coaches or volunteers are identified informally – often through existing gymnasts or parents, however, this policy must still be followed.</p> <p>The club may require advertising positions internally or through external media and this should be managed accordingly by the Executive Committee. Where new candidates are unknown to the club, a formal interview should occur. The content of this interview will vary depending on the position or requirements and should be conducted by a competent member of the Executive Committee or Lead Coaching Team.</p>
<b>Stage 2 References</b>	<p>For all volunteers, two references will be required. The details for these must be provided by the candidates, with the club making direct contact to confirm and verify these references.</p> <p>It is recommended that each reference is verified by telephone either when sending out the request, or on receipt of a reference.</p>
<b>Stage 3 PVG Application and Self Declaration</b>	<p>Before any candidate is cleared to work in the gym, they must complete a Self Declaration form and PVG application or extension in line with Governing Body Safeguarding Policy.</p> <p>Until this has been processed and verified by Scottish Gymnastics, candidates may not have direct access to children. For administrative and supporting roles, they may commence work pending the results of the application.</p>
<b>Stage 4 Introduction Meeting</b>	<p>An introduction meeting is required in order to welcome a new candidate to the club and provide relevant policies, operational information and introduce / confirm the club structure and job role.</p> <p>During this meeting, the Information Sheet should be completed and signed.</p>
<b>Stage 5 Information Storage</b>	<p>The form attached overleaf should be completed and signed by the candidate and the relevant member of the Executive Committee to confirm receipt of all required information and policies by both parties.</p> <p>This form should be kept by The Club's Safeguarding Officer in line with data protection regulations. All emergency contact and next of kin information should be made available to class lead coaches.</p>

**COACH / VOLUNTEER / STAFF INFORMATION FORM**

Name			
Address		Date of Birth:	
		Telephone Number:	
		Email Address:	
Next of Kin Details			
Next of Kin Contact Details			
Relevant Medical Conditions			

BG Number:		Start Date:	
IGC Role(s)			
PVG Scheme Number			
Safeguarding Course Dates			

**Recruitment / Induction Information**

Reference Details 1:	Reference Details 2:
References Confirmed (IGC Safeguarding or Exec Committee)	

	Date	Candidate	Club Rep.
<input type="checkbox"/> Self Declaration Completed			
<input type="checkbox"/> ID Verification Completed			
<input type="checkbox"/> PVG Application Completed			
<input type="checkbox"/> Club Safeguarding Policy Provided			
<input type="checkbox"/> Club Equity Policy Provided			
<input type="checkbox"/> Club Paid Coaching Policy Provided			
<input type="checkbox"/> Code(s) of Conduct Provided			

The following signatures confirm that the information on this form is accurate and that I agree to keep Inverness Gymnastics Club updated of any relevant changes. I agree to adhere to the club and governing body's safeguarding and child protection policy as well as all other outlined codes of conduct and policies.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Club Signature: \_\_\_\_\_ Date: \_\_\_\_\_