

Barnstaple Rugby Football Club



Recruitment Pack

Name;



VOLUNTEER APPLICATION FORM

Full Name	
Position Applied For and Age Group	
Address	
Date of Birth	
National Insurance Number	
Telephone	
Email Address	

References	Referee 1	Referee 2
Please provide details of at least two referees, one of which should be able to comment on your work with children and your suitability for the role in question. Please note references will not be accepted from relatives.		
Name		
Address		
Telephone		
Referee Email Address		

Have you coached at a club / school previously	YES / NO
Please state where and dates	



Please give examples of how you can demonstrate that you have the personal qualities, skills and expertise that is essential for the role you wish to volunteer for, and any additional qualities that you feel are desirable.	
Coach License Number (if known)	
Current Coaching Awards	
Current non-Coaching Awards e.g. First Aid	
A volunteer role within Barnstaple Rugby Football Club is exempt from the Rehabilitation of Offenders Act 1974, and you must declare whether you have any convictions, cautions and bind-overs, including any that would normally be regarded as 'spent' Please give full details below if applicable.	
Please confirm that you are not disqualified from working with children, or subject to sanctions imposed by a regulatory or professional body e.g. Ofsted, the General Social Care or General Medical Council	

Should your application be successful, you will be required to undertake an enhanced Disclosure and Barring Service (DBS) application prior to commencing any Regulated Activity with Children.

Please ensure that you have made yourself fully aware of Barnstaple Rugby Club's Codes of Conduct.

All appointments are for 12 months. For all newly appointed Volunteers there is a three-month probation period.

Providing false information on this form is an offence and could result in the application being rejected, dismissal from your role and possible referral to the police and / or ISA

Signature	
Date	



Volunteer Self-Declaration and Disclosure Form

Private and Confidential

For roles involving contact with children (under 18-year olds) and vulnerable adults All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification (<i>tick box below</i>):	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
Either	
UK Passport Number and Issuing Office	
UK Driving Licence Number (<i>with picture</i>)	
Plus	
National Insurance Card or current Work Permit Number	
Signature of authorised Club Officer:	
Print name:	
Date:	



Part Two

NOTE: If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.
<input type="checkbox"/>	In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature:	
Print name:	
Date:	



Insert Date

Referee Name
Address 1
Address 2
Town
County
Postcode

Dear Sir or Madam

Re: Volunteer Name

The above-named person has expressed an interest in voluntary work with Safe Rugby Football Club and has given your name and address as a referee.

Safe Rugby Club are committed to Safeguarding children and vulnerable adults and you should be aware that the post involves substantial access to and responsibility for children and vulnerable adults (Regulated Activity relating to Children or Vulnerable Adults). The role may include teaching, training, instruction and providing advice or guidance to children or vulnerable adults. This may relate to their physical, emotional or educational well-being.

A Barnstaple RFC volunteer needs to be someone who has a genuine care and respect for others, a good listener and able to communicate well. They need to be reliable, honest and trustworthy and able to be confidential. If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant legislation and guidance.

I would appreciate you being open and honest in your evaluation of this person. Please would you complete the enclosed form at your earliest convenience and return it to me in the envelope provided.

If you wish to discuss anything with me, please do not hesitate to contact me on the telephone number below.

May I thank you for your time and trouble in providing this information.

Yours faithfully

Tony Wasley
Club Safeguarding Officer
Barnstaple Rugby Football Club Limited
07792981832



**Volunteering – Regulated Activity Relating to Children
VOLUNTEER REFERENCE**

Name of Volunteer	
How long have you known the Volunteer?	
In what capacity do you know them?	

The person named above has expressed an interest in working with our organisation as a volunteer which will involve Regulated Activity Relating to Children. As an organisation committed to the welfare and protection of children, we wish to know if there is any reason at all to be concerned about this applicant's suitability for this type of role.

IF you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant legislation and guidance. We would appreciate you being open and honest in your evaluation of this person.

Please rate this person on the following – *please tick one box for each statement*

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-Motivation					
Ability to motivate others					
Energy					
Trustworthiness					
Reliability					

Please comment on their suitability to do voluntary work, including whether or not you feel they are reliable, honest, trustworthy etc, and their suitability to work with children?

Do you feel that they are able to take on the commitment necessary to do regular volunteer work?

Do you know of any reasons why he/she should not become a volunteer for Barnstaple Rugby Football Club?



Do you feel that he/she has empathy, care and sensitivity to work with children or vulnerable adults?

A volunteer role within Barnstaple Rugby Football Club is exempt from the Rehabilitation of Offenders Act 1974. Please declare whether you are aware of any convictions, cautions and bind-overs, including any that would normally be regarded as 'spent' Please give full details below if applicable.

Please confirm if you are aware that the volunteer is disqualified from working with children, or subject to sanctions imposed by a regulatory or professional body e.g. Ofsted, the General Social Care or General Medical Council

This post involved substantial access to children. As an organisation committed to the welfare and protection of children, we wish to know if you have any concerns about the applicants' suitability for this type of role. Are there any other comments you wish to make?

Signature	
Name in Full	
Address	
Telephone Number	



INDUCTION PROCESS CHECKLIST

The induction is to help a new volunteer settle in as soon as possible. Induction should commence on the first day of joining and be completed as soon as is practicable. Complete each form by entering the instructors / coaches name and date alongside each item as the information or documents are given to the volunteer.

Volunteer Name	
Start Date	
Role	

Item	By Whom	Date
References Undertaken		
DBS Check		
Received Codes of Conduct		
Child Safeguarding Training		
Rugby Ready		
Level 1		
Level 2		
Level 3		
First Aid		
Referee Course		

NOTES;
Taken from RFU Template (Safer recruiting Policy)
Adopted by BRFC 2014
Reviewed by BRFC Committee September 2016