

NB: 6 pages

Procedure for recruiting volunteers & CRB checks

'The majority of people who work or volunteer with children are well motivated, and without them sports clubs and organisations could not operate. Unfortunately some individuals will try to use voluntary and community organisations to gain access to children for inappropriate motives' CPSU Briefing

'All individuals having significant access to children must be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children or may present a risk to children. This applies equally to paid staff and volunteers.' British Rowing

Significant access: of those in contact with children (**under 18**) in training, teaching or supervising, advising or transporting them (ie. those in a *regulated position*.)

- Regularly once a week or more
- And /or it occurs on four or more occasions in a 30 day period
- And/or it occurs overnight between 2am and 6am

Regulated positions: volunteers needing an Enhanced CRB check

- Club Welfare Officer
- Junior coach
- Junior coordinator
- Regular coxswains with unsupervised access to children

Appointing volunteers

These procedures will act as a deterrent to abusers, help to prevent unsuitable people working with children and ensure that they enjoy their rowing without risk. It is illegal to knowingly employ a 'barred' person under the current Vetting and Barring Scheme.

These procedures should be used for everyone wishing to work with children in any capacity if they are over 18. Younger helpers should not be left unsupervised, so do not need a formal appointment as outlined below.

- **Self declaration form:** (Form C (2) below)
 - All members of a club proposing to volunteer for a position within the Junior section of a club must declare any criminal records they may have (even if these are considered 'spent') or any disciplinary investigations from any agency (employers, other clubs etc) if it related to inappropriate behaviour towards a child or vulnerable adult.
 - Failure to do so should result in a ban to work with children and other possible disciplinary action or exclusion from membership of an affiliated club.
 - Copies of the self declaration forms should be sent to the CPGA Welfare Officer, marked 'private and confidential'.
 - A record of staff and volunteers working with children should be kept, and a copy sent/e mailed to the CPGA WO. (Form B below)

This is not instead of a CRB check, but can be used while one is being prepared, and by other volunteers who work more rarely, or under supervision in the Junior section.

- Two character references should be received and references should be followed up – with all information received kept in the strictest confidence. (Form below)
- The Club Welfare Officer and a member of the Club Management committee should interview the volunteer, ensuring confidentiality. This affords an opportunity to find out about the experience and background of the volunteer and to discuss the role expected of them. A note should be made to show evidence of identity (driving licence etc.)

- **Criminal Records Bureau Disclosure Application**

Those with significant access to children, in a regulated position, as defined above, or who hold a position of trust must also complete a Criminal Records Bureau Disclosure Application (CRB). The procedure is:

- The Club Welfare Officer should notify the CPGA Welfare Officer of intended volunteers who need a CRB check.
- The CWO will OK the names (i.e. check there is no concern about that person registered by any other club).
- **The applicant needs to personally download form WG2.6** from the British Rowing website. Fill in, specifying CPGA in the 'club' field of the form. Return to British Rowing.
- The applicant will receive a personalized form to complete and will need to provide details of previous employment and relevant volunteering, as well as at least two references. Original identification documents should be checked by the Club Welfare officer. Send this to the CPGA Welfare Officer + £10 admin fee made out to the CPGA.
- An Enhanced check is needed.
- CPGA officer sends applications in a batch to British Rowing for processing.
- British Rowing checks all details again, authorize and record details on their data base and send to the Criminal Records Bureau. They then receive the disclosure and forward the number and any relevant notes to the CPGA officer. A certificate goes to the applicant's home address.
- CRB disclosures must be renewed every three years.
- British Rowing then invoices CPGA for the batch.
- **As it currently stands the law does not allow for club members to use the CRB declarations made in their places of work or other clubs. A CRB must be sought for the rowing club role alone.** This may be amended by the government at some stage, and affiliated clubs will be notified as appropriate.

CRB checks in themselves do not guarantee that the person is suitable, or does not offend or abuse while in possession of one – so everyone in Clubs should maintain awareness and vigilance to ensure the safety and wellbeing of vulnerable groups.

Other documents:

Safeguarding and Protecting Children Guidance WG 2.1-2.11

www.britishrowing.org/welfare

Safeguarding and Protecting Children Policy Section 6. British Rowing

Safe Recruitment and Selection Procedures: CPSU

Vetting and Barring Scheme Independent Safeguarding Authority (ISA)

www.crb.homeoffice.gov.uk

Cornish Pilot Gig Association SPC Policy Guidelines

Form B: Record of staff and volunteers working with children and young people

All coaches, coxswains and others with access to children and young people on a regular basis, as defined in this policy should be listed. A copy should be lodged with the CPGA Welfare Officer and updated as necessary.

Name of Club: _____

| Name | CRB obtained? CRB ID no: | Date: | Self declaration form signed | Date: | Refs taken up | Date: |
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Cornish Pilot Gig Association SPC Policy Guidelines

Form C: Application form for volunteers hoping to work with Junior club members

Name _____

Home address: _____

_____ Post code: _____

Rowing Club: _____

Contact number: _____

Role applied for: _____

Reference contact details: _____

Please detail below any relevant experience or anything which you feel will make you suitable to volunteer in this capacity:

Please return this form to: _____ at the club

Address: _____

Thank you

Form C (2) :Self-declaration form for members in contact with children/young people

Personal disclosure for all club members whose role requires access to children/ young people. It will not need to be renewed unless you move to another club or substantially change role within the club.

Confidential to CWO only

Name (including middle names): _____

Home address: _____

_____ Post code: _____

Rowing Club: _____

Contact number: _____

Role applied for: _____

Reference contact details: _____

The role you have applied for is exempt from the *Rehabilitation of Offenders Act 1974*, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.

Have you ever been convicted by the courts or cautioned, reprimanded or given final warnings by the police?

YES / NO If yes, please state the nature and date(s) of the offence(s) at the end of the page / overleaf

Are you a person known to any children's services department as being an actual or potential risk to children/vulnerable adults/other people?

YES / NO If yes, please state the nature and date(s) of the offence(s) at the end of the page

Please sign below to confirm that your answers are correct to the best of your knowledge:

Signature: _____ Date: _____

You may also be required to seek a CRB clearance if the role requires it
Any other details:



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Volunteer Reference Form (minimum information – add further questions as relevant to the particular circumstances)

Ref: (name of Club) _____

Dear Sir/Madam

_____ has expressed an interest in becoming a volunteer, and has given your name as a referee. If you are happy to provide this reference all the information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a volunteer position. We would appreciate you being candid in your evaluation of this person. If you would prefer to respond by telephone or e mail, please do so – contact details are set out below.

How long have you known this person? _____

In what capacity? _____

Would this person be suitable to work with children? _____

How would you describe their personality? _____

Your name: _____

Signed: _____

Position: _____

Address: _____

Telephone: _____ Date: _____

Please return this form to _____

Address: _____

Tel: _____

e-mail: _____

Thank you for your cooperation