

Safe Recruitment Policy

At Alton gymnastics Club it is our policy that all coaches, volunteers, adult members and officials should be deemed as suitable persons to be working with and around children.

Thus, all coaches, volunteers, adult members and officials must be in possession of a current Enhanced Disclosure from the Criminal Records Bureau before being accepted by the club to work with or around its members. These can be arranged by the club through British Gymnastics, although initially, if a person is already in possession of an Enhanced Disclosure which is less than a year old, this may be accepted, provided the club is satisfied that it refers to them (by the person showing a form of photographic identification as well as other identifications).

Disclosures

Any disclosure indicating that the potential coach, volunteer, adult member or official has a record of possible abuse or mistreating of children or a previous sexual offence, howsoever represented, will result in that person not being accepted by the club in any of the above capacities, regardless of how long ago or recent the offence occurred. If such a matter is recorded on the Enhanced Disclosure, it is the position of the Club to accept that it is the truth, regardless of the opinion or claims of anyone else, whether they are involved with the Club or not.

Any disclosure indicating criminal offences that do not relate directly to children must be reviewed by the Welfare Officer and team before the member is accepted or denied. Some criminal offences, such as the supply of illegal drugs, may be regarded by the Club to represent a possible risk as far as children are concerned.

Care must be taken to ensure that potential members are not discriminated against due to previous offences for which they have paid their debt and thus reformed their actions. The position and current character of the person must also be considered and steps to gain further assurance that the person is no longer involved in any criminal activity should be sought before allowing that person to become part of a committee or involved in coaching.

In such cases with a written document delineating and explaining the decision will be produced and held on file.

Advertising and recruitment procedures:

- The club constantly advertises for volunteers and coaches on it's website. All coaches, voluntary and paid will be informally interviewed and their roll in the club discussed with the committee before the position is confirmed.
- Committee members and officials of the club are voted in at the clubs Annual General Meeting. All members and parents of members are invited to this AGM and are eligible to vote.
- All coaches, officials and committee members must be in receipt of an acceptable CRB disclosure before the position is confirmed. All Coaches, officials and committee members must complete an application form prior to the confirmation of their position as well as signing a Task Description or Job Description as appropriate to their role.
- Where applicable, references for all Coaches, officials and committee members are checked by our welfare team prior to the confirmation of the position.
- All accepted coaches, volunteers, adult members and officials are required and expected to comply with the Clubs policies, as well as assist in enforcing them and carrying them out. Thus they must make full use of the clubs information channels including the Notice Board, Website, Facebook Page as well as providings a valid email address.