



## **Recruitment Policy**

*Kendal Snowsports Club* recognises the need for careful consideration of all applications for people wishing to volunteer at the snowsports club. The club has therefore agreed the following recruitment policy:

### **Where volunteering will bring the person into contact with children:**

- All new applicants wishing to volunteer or work at the club may be required to fill in an application form
- They may be required to provide 2 references
- Where applicable, they will be required to undergo a Disclosure and Barring Service (DBS) check (having a criminal record will not necessarily preclude anyone from working or volunteering at the club, it depends on the nature of the offence)
- Where applicable, they will be required to have a check against the DBS barred list for working with children
- If they are going to work or volunteer in Regulated Activity, they will not be able to do so until their Barred List status has been verified
- They will attend an informal meeting
- They will be required to accept and adhere to all other Club policies
- They will receive an induction which will include:
  - Verification of their identify\*
  - Verification they meet the UK [Visa and Immigration](#) requirement to work here (where applicable)
  - Verification of their qualifications (where applicable to their role)
  - Signing up to the relevant Code of Conduct
  - An explanation of welfare of young people and the policies and procedures including reporting procedures
  - An introduction to club members relevant to their role
- All people working or volunteering with children will initially be supervised by the CWO or other appropriate person

\* Check their passport or photo driving licence where possible and a document with proof of their address. If they do not have a passport or driving licence, ask to see their original birth certificate and proof of current address.