



**NORTH STAFFS**



**CLUB LTD**

# North Staffs Ski Club Safer Recruitment Policy

2024

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# NORTH STAFFS SKI CLUB SAFER RECRUITMENT POLICY

This document is based on guidance from Snowsport England

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## INTENT

Everyone who participates in the activities at North Staffs Ski Club (NSSC) is entitled to do so in an enjoyable and safe environment. Therefore, NSSC recognises the need for careful consideration of all applications for people wishing to work or volunteer at the snow sport club. The club has therefore agreed the following recruitment policy:

## RECRUITMENT POLICY

- All new applicants wishing to volunteer at the club in any capacity will be required to fill in an application form. (see page 2)
- They will be required to provide 2 references and the club will contact these referees
- 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 unsupervised until their Barred List status has been verified
- NSSC Club will verify the outcome of the DBS Disclosure with Snowsport England
- The applicant will be provided with a role description for the work they will be undertaking
- They will attend an interview/informal meeting
- They will be required to accept and adhere to all other club policies and codes of conduct
- They will receive an induction which will include:
  - Verification of their identity
  - Signing up to the relevant codes of conduct
  - An induction or explanation of welfare of young people including: the club policies and procedures including reporting procedures
  - Explanation of club ethos, appropriate communication, and interaction with children
  - An introduction to club members relevant to their role
- All people working or volunteering with children will initially be monitored by the CWO, head coach or other appropriate person.

## APPLICATION FORM

### Application form for North Staffs Ski Club

#### What are we looking for?

We are looking for enthusiastic people to join our team of volunteers.

You should:

- Lead by example promoting positive behaviour, good sportsmanship and encourage everyone to behave in a positive manner and follow the rules of the club and sport.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Make our club a happy, friendly and welcoming place for all members.

#### What can you expect from us?

You should:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

Please note: Depending on the role applied for Applicants may need a DBS check before starting and will be required to attend a Snow sport England safeguarding course within a few months of joining the club.

Full Name		Preferred Name	
Date of Birth		Telephone number	
Email Address			
Home Address			
Position applied for			
Do you currently hold a valid DBS	Y/N	Do you hold a valid safeguarding certificate?	Y/N
Qualifications relevant to this role	Qualification Title	Awarding body/Training provider	Year completed

Please provide any other information that supports your application for this role.			
Do you have any experience of working with children? If yes please give details.			
References			
Please provide two references that we can contact. Note: One of the references should be from your current employer and if possible one reference from a sports organisation or club which you have been involved with. A family member cannot provide a reference.			
Reference 1	Name of Referee	Contact Address or Email	How does this person know you?
Reference 2	Name of Referee	Contact Address or Email	How does this person know you?
Do you agree to having a DBS check if required?		NSSC complies fully with the Rehabilitation of Offenders Act 1974 and having a conviction will not necessarily prevent you from working with us, it depends on the nature and details of the offence. Contact the Club Welfare Officer or Snowsport England Safeguarding Lead for guidance if required.	
Signed			

All information on this application will be retained and stored by NSSC as part of our Safe recruitment policy.

Please return the completed form to:

For Club Use Only			
Date ref applied for:		Date Ref 1 received	
Date ref 2 received		DBS required?	Y/N

DBS completed & verified?	Y/N or N/A	DBS barred list checked?	Y/N or N/A
Cleared for volunteering?	YES/ NO	Date volunteer informed	
By			

## REFERENCE REQUEST LETTER TEMPLATE

Dear (Referee)

Re: (Name of Applicant)

Address

Date of Birth

(Name of applicant) has applied to work with North Staffs Ski Club and has given your name as a reference. This will involve working with children. North Staffs Ski Club takes our responsibility regarding safeguarding seriously and the well-being of children is of paramount importance. I would be grateful if you would answer the questions below and let me have any additional information you think may be relevant. If you would prefer to speak on the telephone, please ring me. Please continue on a separate sheet if required.

1) How long have you known this person?

2) In what capacity do you know them?

3) What attributes does this person have that would make them suited for this work?

4) Please rate the person on the following – tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent	Don't know
Responsibility						
Maturity						
Self motivation						
Communication skills						
Reliability						
Trustworthiness						
Suitability to work with children						

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are keen to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. Yes / No

If you have answered YES, give details on a separate sheet, or we can contact you for more information.

Signed: .....

Print name: .....

Date: .....

Position and Organisation (if applicable) .....

Your Contact Telephone Number: .....

Thank you for completing the form.

Yours sincerely

CWO/Chairman/Secretary) North Staffs Ski Club

Please return this form via email to \_\_\_\_\_ or via post to \_\_\_\_\_