
Recruitment and training of adults working with children

Weir wood sailing club recognises that with a good recruitment and safeguarding policy the opportunity for an individual with poor intent towards children to gain access to the organisation or to abuse a position of trust should be minimised.

All volunteers or other staff should be subject to an appropriate level of scrutiny. The level of checking carried out by the club will be proportionate to the role, the level of risk involved and in line with relevant statutory requirements. The risk is higher if the person will be in regular contact with the same child or children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

1. Occasional Helpers

Many of the club's volunteers start as parents of junior sailors and help with youth sessions. Such people are a valuable asset to the youth provision, however for their own protection as well as the children, they should not work with youth members unless supervised by a club approved adult. Their responsibilities should be restricted to activities such as rigging and launching boats or working alongside a checked adult in a safety boat, where they have no unsupervised access to young people.

2. Regular Helpers

In line with the RYA policy, Weir wood sailing club requires any adult working on a regular basis with young people to be checked through the Disclosure and Barring Service. The Disclosure and Barring Service (DBS) is an agency of the Home Office. The DBS is responsible for maintaining the lists of people barred from working either with children or with adults (the 'Barred Lists'), making barring decisions and issuing Criminal Records Disclosures.

The adult in charge is expected to recognise this situation and discuss with the adult the requirement to completed formal vetting. Such a discussion should include the opportunity to find out more about their background, and explore their attitudes to children and young people. After this the adult in charge should pass the contact details of the adult to the club safeguarding officer (safeguarding@wwsc.org.uk), who will start the process of conducting appropriate checks.

Note. The adult should not be considered "checked" until the adult in charge has been notified as such by the club's child safeguarding officer. The completion of these checks is completely confidential and managed by the club's child safeguarding officer.

3. Safeguarding Training

Weir wood sailing club expects volunteers working with children to have undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

4. Fair Recruitment Policy

As an organisation using criminal record checks processed through the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, Weir wood sailing club undertakes to treat all applicants fairly.

An application for a criminal record check is only submitted to the DBS after a thorough risk assessment by the adult in charge has indicated that it is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as

necessary a satisfactory DBS certificate will be required to be received before the individual can fully take up the role.

Weir wood Sailing club aims to ensure that all present and potential participants, members, and volunteers are treated fairly and on an equal basis, irrespective of their sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment, social status or offending background.

Weir wood sailing club actively promotes equality of opportunity for all with the right mix of talent, skills and potential, welcomes applications from a wide range of volunteers and selects all based on their skills, qualifications and experience. Weir wood sailing club undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.

Weir wood sailing club can only ask an individual to provide details of convictions and cautions that Weir wood sailing club is legally entitled to know about. Where a DBS certificate at either Standard or Enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), Weir wood sailing club can only ask an individual about convictions and cautions that are not protected and will be disclosed on the DBS certificate.

Weir wood sailing club ensures that an open and measured discussion takes place with the volunteer about any offences or other matter that might be relevant, including any matter revealed on a DBS certificate, before declining any offer of help.

5. Retention of Disclosure Information

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given. The club safeguarding officer retains a list of only the active adult volunteers that have been checked.