



SAFER RECRUITMENT POLICY

Date approved by Trustees	
Signed:	
Dated:	
Review due:	

Volunteer Application Form

1. All volunteers must complete Belvoir Vale RDA's volunteer application form.
2. These forms are stored safely and securely by Belvoir Vale RDA in electronic format and are available in the event of an emergency.

Recruitment of Staff

3. Belvoir Vale RDA ensure that all paid staff are suitably skilled to perform the job and comprehensive information to confirm the applicant's identity is obtained prior to appointment.

Age of Coaches

4. All Belvoir Vale RDA coaches who are expected to work on their own initiative, holding a position of trust with sole charge of a session, are aged 18 or over at the time of qualification or certification.
5. A Belvoir Vale RDA coach in training may be 16 years old, however, those who go on to train and then become assessed to be a Belvoir Vale RDA

coach, which enables them to coach without supervision, must be aged 18 years or older.

References

6. Belvoir Vale RDA requires two references for all new volunteers (including trustees) and staff to be supplied on the relevant application form.
7. Belvoir Vale RDA will follow up all references in one of the following ways:
 - By obtaining written reference either in hard copy or via email
 - By obtaining a telephone reference ensuring that the identity of the referee is established and noting the date and time of the call
 - By sending the referee(s) a reference request form and obtaining the completed form(s).
8. References received will be securely stored in our electronic database.
9. If a volunteer applying for a role within Belvoir Vale RDA has been known to someone within the group for more than 2 years, one reference may be obtained from that person and the other must be obtained from an external reference.

Disclosure Checks

10. Belvoir Vale RDA requires all volunteers and staff, aged 16 and over, who are involved in RDA sessions, to be checked for criminal disclosures. It is also a mandatory requirement that all DBS (England and Wales) checks are renewed every 3 years, regardless of how long the volunteer or staff members has been with Belvoir Vale RDA.
11. Applicants will be informed at the outset of the application that an Enhanced Disclosure will be requested from them. This will provide a basis for the applicant to decide whether or not to apply for the role. Belvoir Vale RDA uses this information only to assess the applicant's suitability for the role insofar as it is relevant, and that no one will be discriminated against unfairly.

Applicants with Criminal Records:

12. If an applicant for a role with Belvoir Vale RDA is shown to have a criminal record, this does not necessarily bar them from working with Belvoir Vale RDA. The fact that a person has a criminal record may be irrelevant to the role for which they are applying.
13. Belvoir Vale RDA accepts that it is not possible to define a course of action for every possible criminal record that may be disclosed. It is therefore our policy

to treat each case individually, considering the nature of the offence disclosure and the role for which they have applied.

14. If an applicant is shown to have a criminal record the following procedure will be followed:

- a. The applicant shares the information, as shown on the original disclosure certificate, with Belvoir Vale RDA's Group Safeguarding Officer, Lois Callaghan.
- b. The applicant consents to the information being shared with Belvoir Vale RDA Trustees. If the applicant does not give consent for this information to be shared s/he cannot be accepted as a volunteer or employee.
- c. If it is agreed between the Trustees and the Safeguarding Officer that the information is a cause for concern, the applicant will not be accepted as a volunteer or employee.
- d. If the applicant disputes the information on the disclosure certificate, the process will be put on hold to allow the information to be checked. If, as result of this Belvoir Vale RDA is not happy with the assurances and new information provided, the applicant will not be accepted as a volunteer or employee.