

## Volunteer Induction Policy and Checklist

| Document record    |                  |              |
|--------------------|------------------|--------------|
| Draft              | 09 February 2022 | New policy   |
| Committee Approved | 03 March 2022    |              |
| Due review         | 03 April 2023    | First review |

### Intent

Devizes Canoe Club relies on a volunteer workforce to ensure the highest level of safeguarding and club governance, to manage safe and effective club operations and deliver a varied and sustainable development programme.

This volunteer induction checklist is intended to ensure that all volunteers receive a consistent introduction to the club, its policies, codes of conduct and culture. Applied effectively this will ensure volunteers are able to contribute and feel valued from the moment they express and interest in volunteering.

### Policy Sponsorship

This checklist and related policies affecting volunteers are sponsored by the club's Volunteer Coordinator and/or Club Secretary through the Club Chair.

### What is Volunteering?

Volunteering describes people spending unpaid time doing something to benefit others. Occasionally helping friends isn't volunteering but doing on a regular basis to benefit the club, club members and the local environment (and through that, other people) is.

Volunteering is always a free choice made by the person giving up their time. They don't volunteer just once. They volunteer every time they turn up at the club or do something to benefit the club and club members.

Everyone at DCC has the right to volunteer. Volunteers can be active paddling club members or parents and supporters. They can be any age and from any background. They can be studying, working, or retired.

### Welcoming Volunteers

Welcoming our new volunteers is vital to making a good first impression. A well-planned welcome process, or induction, will help our new volunteers feel supported, informed, valued, and can enable them to contribute straight away.

The induction should be appropriate to the task they are doing. A friendly welcome, a verbal safety brief and a positive thank you for someone helping getting paddlers on the water once a month is probably sufficient, whereas someone committing to a regular role, with important responsibilities would benefit from a more detailed induction.

Keep it as light-touch as possible, only include the information essential to their role, and make sure they understand and are happy with what is being asked of them.

## Safer Recruitment

Most people who want to work or volunteer within sport are well motivated and without them sports clubs and organisations could not operate. Unfortunately, some individuals are not appropriate to work with children or adults at risk. It is therefore essential that we have effective recruitment and selection procedures for volunteers to help screen out and discourage those who are not suitable from joining DCC.

The basics of safeguarding is to keep children and adults at risk safe and to build a culture of always acting in their best interests. We support this by ensuring that any volunteer role likely to require regular contact with children or vulnerable adults is identified, and we carry out DBS checks and safeguarding training for these key roles.

DBS checks and safeguarding training are two ways we can support this, for volunteers with regular contact with children and vulnerable adults, but there are several other steps which will help towards safer volunteer recruitment at DCC.

All members of our volunteer workforce have a role to play in supporting DCC to ensure that children and adults at risk are protected from physical and mental harm but not everyone volunteering needs to be DBS checked or complete safeguarding training.

In every case the Volunteer Coordinator and DBS officer MUST be consulted before approving a new volunteer at the Club. They will conduct a simple assessment based on the anticipated level of contact with young people and/or adults at risk, whether the role involves instruction/guidance and the frequency of the interaction.

The assessment will follow the Sport England Club Matters format indicated in Figure 1.

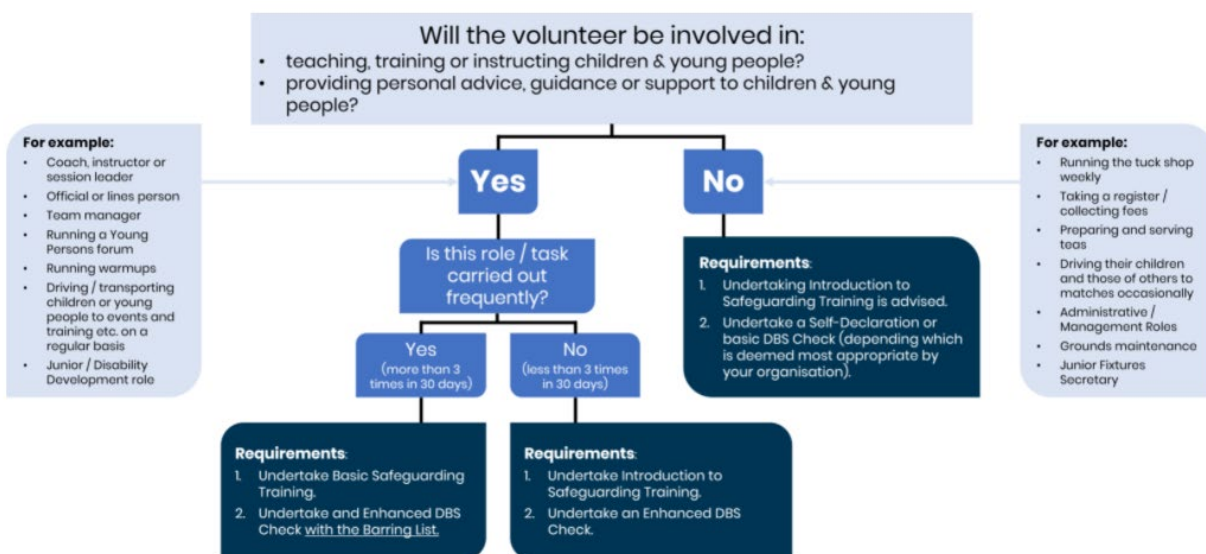


Figure 1

All new volunteers, irrespective of role, MUST sign a self-disclosure form (at Appendix B)

## **Volunteer Induction**

The priority when introducing a new volunteer to our club and their role is to give them a full induction when they start. The aim of this is to ensure that the volunteer understands the way in which DCC works, the place of their role within this, and that they have a full understanding of their role and responsibilities. The checklist at Appendix A will cover most casual and structured roles.

All volunteers MUST become full club members. On the bank (non-paddling) membership is available for volunteers not already paddling members and the club will pay for non-paddling membership for a committed and active volunteer. Membership is required to access club policies and relevant documentation and training opportunities on BC's club officials' portal (The British Canoeing Clubhouse).

Volunteers will always be required to review and sign our general Club Code of Conduct, which not only protects the club, but the volunteer as well, ensuring they understand what is required of them, and the support they can expect in return.

For some roles it is helpful to have a buddy, or a volunteer mentor for the new volunteer to go to for help or support. Where possible a new volunteer should shadow someone who is already doing a related task or role, so they can really understand what it entails and what they need to do.

## **Access to Club documents**

The induction process will identify relevant policies that new volunteers should read during induction. All club policies are available on the members-only section of the website and, when necessary, our Club Secretary will provide email access to key documentation held in our Google Docs drive including club strategy documentation, the development plan, policies, and role descriptions where relevant.

## **Volunteer Training**

Some volunteer roles have mandated training requirements identified in the role description e.g. Safety Officer and Welfare Officer. In other cases training may be highly desirable or beneficial to support people in their volunteer role.

The club commits to pay for all mandated volunteer training and will always be willing to contribute towards the cost of training that enhances volunteer skills and development.

## APPENDIX A - Volunteer Induction Checklist

### Information Required

#### Overview

- Why volunteers are a vital part of the club
- What benefits they will gain from volunteering at the club
- Volunteer support available

#### The Club

- Club vision, values, and development plan
- Club size, age-groups, opening times, programme (sessions, competitions etc.)
- Club background, history, and people
- Personal introductions
- Dates of upcoming meetings or competition/social events
- List of key contacts within the club and externally, if relevant
- Club financial procedures, if relevant
- Tour: toilets, parking, equipment, buildings, and facilities

#### Club Policies and Procedures

- Governing documents and club rules
- Codes of Conduct
- Health and Safety (including fire evacuation and emergency procedures)
- Confidentiality if relevant
- Insurance
- Safeguarding and Welfare
- Self-disclosure form (to be completed by all)
- DBS check if applicable
- Sport Equality Policy
- Expenses

#### Their Role

- What do they hope to gain from their volunteering experience, i.e. what are their motivations?
- What will their volunteer role involve and what are their responsibilities? Role description if relevant
- Time commitments and expectations
- What skills, experiences or qualifications do they have?
- Would they be interested in additional training, development opportunities?
- Who is their main point of contact and who can they turn to for assistance and advise?
- What should they do if they have any questions or problems?

### Responsible

### Sign-off

Any committee member  
Any committee member  
Volunteer Coordinator

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Trustee  
Deputy Chair  
Chair/Deputy Chair  
Volunteer Coordinator  
Programme Coordinators  
Volunteer Coordinator  
Treasurer  
Volunteer Coordinator

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Volunteer Coordinator  
Volunteer Coordinator  
HAS Officer  
Secretary  
Treasurer  
Safeguarding Team  
Volunteer Coordinator  
DBS Officer  
Volunteer Coordinator

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# Safer Recruitment: Self-Declaration Template



**Every organisation involved in the provision of physical activity and sport has a duty to ensure the safety and welfare of their participants, members and volunteers. The way you design your recruitment processes can help give you confidence that the people you are recruiting are suitable. Recruitment processes that take this pro-active approach are often referred to as 'safer recruitment processes' and self-declaration can play an important role in this. This document explains what self-declaration is, sets out the benefits of doing it, and provides a template for use with volunteers who are likely to come into contact with children and young people under 18.**

## What is self-declaration?

Self-declaration requires an individual to give information about themselves that will be used to help determine their suitability for carrying out a role where they will come into contact with children and young people. It can be also be used for people who will have no unsupervised contact or direct responsibility for children and young people e.g. serving the teas in the clubhouse, marshalling events or occasionally helping officiate junior games and events. **Self-declaration doesn't replace the need for a DBS disclosure check for eligible roles, but can provide additional information that a DBS check will not.** For more information about self-declaration, visit the [Child Protection in Sport Unit](#).

## Benefits of self-declaration

The benefits of using self-declaration forms include being able to:

- Check the openness and honesty of a candidate, including being able to validate the information provided against any DBS disclosure information.
- Ask questions about an applicant's background or experience that do not feature in the DBS process.
- Gain a wider range of consents and agreements than are included on a DBS application form, such as; informing their employer if they are arrested/investigated in relation to safeguarding concerns, agreement to comply with safeguarding policies and a code of conduct.
- Gain consent to clarify any information arising as part of the DBS disclosure process.
- Gain permission to share information with other organisations and agencies if this is considered necessary to safeguard children and young people.



# Self Declaration and Disclosure Form – Template

## Private and Confidential

For roles involving contact with children (under 18 year olds).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

## Part One

|   |   |
|---|---|
| <i>For completion by the organisation:</i>                                      |   |
| Name:   |   |
| Address and Postcode:   |   |
| Telephone/Mobile No:  |   |
| Date of Birth:  |   |
| Gender:   | Male / Female / Other (please specify):   |
| Identification ( <i>tick box below</i> ):                                       |   |
| <input type="checkbox"/>  | I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. |
| <b>Either</b>   |   |
| UK Passport Number and Issuing Office (or international equivalent)             |   |
| UK Driving Licence Number ( <i>with picture</i> ) (or international equivalent) |   |
| <b>Plus</b>   |   |
| National Insurance Card or current Work Permit Number                           |   |
| <b>Signature of authorised Officer:</b>   |   |
| <b>Print name:</b>  |   |
| <b>Date:</b>  |   |

# Self Declaration and Disclosure Form- Template

## Part Two

**NOTE:** If the role you have applied for involves frequent or regular contact with or responsibility for children and young people you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate. This will provide details of any criminal convictions and may also include a Barring List check depending on the nature of the role.

| <b>For completion by the individual (named in Part one):</b>   |  |
|--|--|
| Have you ever been known to any Children's Services department as being a risk or potential risk to children or young people?  | YES / NO<br>(if Yes, please provide further information below):  |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or young people? | YES / NO<br>(if Yes, please provide further information)   |
| Confirmation of Declaration (tick box below)   |  |
| <input type="checkbox"/>   | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that a volunteering opportunity may be withdrawn if information is not disclosed by me and subsequently come to the organisation's attention.                                       |
| <input type="checkbox"/>   | In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.  |
| <input type="checkbox"/>   | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.  |
| <input type="checkbox"/>   | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children and young people. |
| <b>Signature:</b>  |  |
| <b>Print name:</b>   |  |
| <b>Date:</b>   |  |

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