VOLUNTEERING POLICY

All volunteers must register their interest with the Welfare Officers. In line with our Safeguarding Policy all volunteers are subject to a vetting process where relevant self-declaration forms or DBS checks are completed. This is to safeguard our volunteers and members.

Volunteer Query

- ·Potential volunteer identified through club members/parents & web site enquiries.
- A register of volunteers is kept by the Welfare Office, this will be reviewed and updated on an ongoing basis.
- ·Volunteer must not start until the Welfare Officer has been informed and necessary safeguarding checks completed.

Pass details to Welfare Officer

•Detail of potential volunteer to be passed to or directed to Welfare Officer at the earliest opportunity.

Discuss possible roles

- •Welfare Officer meets potential volunteer to discuss the club set up/aims of the club, potential opportunities and discuss the volunteers skills and availability.
- •Welfare Officer to assess the potential volunteer and identify if and where there are suitable roles at the club.

Welfare Officer to complete appropriat e checks

- •If the Volunteer is fully supervised by a lead coach at the track at all times volunteer to complete self declaration form and pass on to the Welfare Officer. THE LEAD COACH IS RESPONSIBLE FOR SUPERVISING THE VOLUNTEER AT ALL TIMES.
- •If the volunteer supervises under 18 year old members without the presence of the coach at any time the volunteer must complete a full DBS application which is to be verified by the Welfare Officer.

Ongoing Checks

- •Self declaration form will be requested on an annual basis from parent helpers and other volunteers inline withthe membership process.
- •DBS renewals will be reviewed and verified every 3 years in line with England Athletics guidelines.

Volunteer Engagement

·Volunteers will be contacted about opportunities to support the club using the register.

Who Needs a DBS

A full DBS is required for volunteers completing the following roles -

- New coach or Leader in Running Fitness.
- New technical official.
- Have completed a course but failed to complete my DBS/CRB at the time.
- New guide runner.
- Existing coach or Leader in Running Fitness with a DBS check that needs renewing.
- Existing official with a DBS check that needs renewing.
- Existing licenced guide runner with a DBS check that needs renewing.
- Team Manager.
- Club Welfare Officer.

From 1 April 2019 new requirements came into effect for leaders and coaches, and those renewing a licence to complete safeguarding training. This has been devised specifically for athletics using UKA's existing welfare policies and procedures, so all examples are relevant to the sport.

Who Needs to Complete a Self-Declaration form.

You will be required to complete a self-declaration form if you are:

- A volunteer who is under 16 years of age.
- Parent helpers.
- General club volunteers that do not have sole supervisory responsibilities for Under 18's.
- Unqualified coaches/officials that are assisting and existing DBS officials to gain experience prior to accessing a formal course.

Parent Volunteer/Under 16 year	Register interest with Welfare Officer
(Under supervision of a fully DBS	Become an associate member of RSCAC
volunteer)	Complete self-declaration form
	Renew self-declaration annually (April).
Member Volunteer	Register interest with Welfare Officer
Not always supervised by an	Become a full member of RSCAC
existing fully DBS volunteer at the	Complete DBS/relevant check
track	(For the initial DBS check for new volunteers who have been helping
	for less than one year, the expectation is that volunteer fund this in
	first instance and the club will provide a reimbursement subject to
	help being provided by that volunteer for an agreed minimum period).
Volunteers with Specific Role	Register with Welfare Officer
DBS required to supervise	Complete EA qualification which includes DBS application
members under 18-year olds	Renew DBS every 3 years.

RSCAC supports committed volunteers to develop at the club by buddying, mentoring and financially supporting qualifications. This is usually after commitment to and completion of 1 year of volunteering at the club. If you are interested, please contact the Welfare Officer.