



Volunteer Recruitment Policy

Medway RFC (MRFC) is committed to the safe and proper recruitment of volunteers for posts throughout the club. The aim of this policy is to ensure that any potential volunteers are suited for the post for which they are applying and that the volunteer is supported in their induction to a role within MRFC. This policy is intended to be enacted alongside the RFU Safeguarding Guidelines. This policy does not supplant the procedures in place to fill Club Roles via the AGM or an EGM.

Recruitment Procedure

1) Register Interest

- a. Any potential volunteer will register their interest with the relevant MRFC member and an informal discussion will take place regarding the nature of the role and the volunteer's potential suitability. If they wish to continue with the recruitment process, their contact details should then be passed to either Dawn Waters or Owen Smith. At this point, they should not begin in their role, even in an informal capacity.

2) Application Form

- a. The applicant will be asked to fill in a simple online Application Form, including basic contact details, details of any qualifications and experience and the contact details of two referees.
- b. Should there be more than one applicant for a position, applications will be sifted and shortlisted at this point. Applications should be sifted by a group comprising of the relevant MRFC member (i.e. age-group Head Coach) and a member of the Club Safeguarding Team, as well as the relevant Section Chair. Applications will be sifted based on suitability and qualification for the role and any discrimination, positive or negative, will be avoided.

3) Interview & References

- a. The applicant (or any successful applicants in the case of multiple applicants) will then be invited to interview and references will be taken up. Referees will be contacted by email and asked as to the applicant's suitability for the post. An interview will be held with a member of the MRFC Exec and a member of the Club Safeguarding Team. The interview will ensure that the applicant fully understands the scope of the role and will explore the applicant's suitability for the role.

4) Offer and DBS Check

- a. Following a successful interview and satisfactory references the applicant will be formally invited to take up the role. Where necessary, the documentation to obtain a DBS check will be completed. The applicant will also be required to complete the RFU's Online Safeguarding Course prior to their DBS application. Once a DBS check is **in progress** (i.e. the Club has completed their section and the applicant has completed and submitted their section), the applicant can begin their role but **MUST** be supervised.

5) Induction

- a. Upon receipt of a clear DBS check, the volunteer can then carry out their role without the need for direct supervision. They should be given an induction by the relevant MRFC

member, including mention of safeguarding procedures and any good practice that is relevant to the role.