



Swad Arrows Ski Club

Recruiting New Staff and Colunteers

Swad Arrows Ski Club recognises the need for careful consideration of all applications for people wishing to work or volunteer at Swad Arrows Ski Club. The club has therefore agreed the following recruitment process, this should be read in conjunction with the club's Safer Recruitment Policy.

Where the work or volunteering will bring the person into contact with children:

- all new applicants wishing to volunteer or work at the club will be required to fill in an application form.
- they will be required to provide 2 references.
- where applicable, they will be required to undergo a Disclosure and Barring Service (DBS) check (having a criminal record will not necessarily preclude anyone from working or volunteering at the club, it depends on the nature of the offence).
- where applicable, they will be required to have a check against the ISA barred list for working with children.
- if they are going to work or volunteer in Regulated Activity, they will not be able to do so until their Barred List status has been verified.
- they will be provided with a role description for the work they will be undertaking.
- they will attend an interview/informal meeting.
- they will be expected to accept and adhere to all other Club policies.
- they will receive an induction which will include:
 - verification of their identity*
 - verification that they meet the UK Border Agency Requirements to work here (where applicable) - <http://www.ukba.homeoffice.gov.uk/>
 - verification of their qualifications (where applicable to their role). o signing up to the relevant Code of Conduct.
 - an explanation of welfare of young people and the policies and procedures including reporting procedures.
 - an introduction to club members relevant to their role.
 - all people working or volunteering with children will initially be supervised by the CWO or other appropriate person.

* Check their passport or photo driving licence where possible and a document with proof of their address. If they do not have a passport or driving licence, ask to see their original birth certificate and proof of current address.

Review date: 8 August 2025, Committee approval