

TORQUAY ALPINE SKI CLUB

Torquay Alpine Ski Club Recruitment Policy

Torquay Alpine Ski Club recognises the need for careful consideration of all applications for people wishing to work or volunteer at the snowsport club.

The club has therefore agreed the following 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 and the club will contact these referees
- Where applicable, they will be required to undergo an enhanced 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 DBS 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 unsupervised until their Barred List status has been verified
- Torquay Alpine Ski Club will verify the outcome of the DBS Disclosure with Snowsport England
- The applicant will be provided with a role description for the work they will be undertaking
- They will attend an interview/informal meeting
- They will be required to accept and adhere to all other club policies
- They will receive an induction which will include:
 - Verification of their identify
 - Verification that they meet the UK Border Agency Requirements to work here (where applicable) - <http://www.ukba.homeoffice.gov.uk/>
 - Verification of their qualifications (if applicable to their role)
 - Signing up to the relevant Code of Conduct
 - An induction or explanation of welfare of young people including:
 - the club policies and procedures including reporting procedures
 - Transport Policy
 - Photographic Policy
 - Social Media Policy
 - Explanation of club ethos, appropriate communication, and interaction with children

- An introduction to club members relevant to their role
- All people working or volunteering with children will initially be monitored by the CWO, head coach or other appropriate person.