Swarkestone Sailing Club Instructor/training volunteer recruitment policy

All persons involved in junior and adult training at Swarkestone Sailing Club do so on a voluntary basis- no payment is or will be made to any instructors or volunteers. As such we aim to keep recruitment processes to a minimum in order not to deter people from volunteering. However, we need to ensure a safe recruitment process to minimise the risk of anyone unsuitable becoming involved in training at our Club and promote safeguarding of children and vulnerable persons.

Key recruitment points:

1) All persons recruited to be officially involved in delivering junior or adult training will complete an application form (which includes a self-declaration on suitability to work with children) and provide details of two people who will be approached for written references. If the applicant is already a Club member, one reference may be a club member.
2) Qualifications will be visually inspected/verified with the appropriate bodies
3) If appropriate, criminal record check will be carried out
4) Previous criminal convictions will not automatically exclude an applicant from joining the instructor/helper team. Each case will be assessed individually by the Welfare Officer, Principal and Chief Instructor. If any restrictions are required these will be detailed in writing to the individual concerned. Details regarding previous criminal convictions will be kept confidential and only disclosed to the above individuals for the purposes of assessing suitability for the role.
5) All application information will be stored securely by the Club Welfare Officer or Chief Instructor
6) All new instructors/volunteers will read and agree in writing to a) the Club safeguarding policy b) code of conduct for instructors/volunteers c) Club operational procedures and this agreement will be re-verified in writing on a yearly basis