



**WESTBURY
HARRIERS**



Safer Recruitment Policy

Aim of this Policy

Westbury Harriers relies upon volunteers to facilitate training sessions and engage individuals in the sport of athletics. As a Regulated Activity Providers, the Club has a duty to understand what a “Regulated Activity” is and is responsible for having a safe and careful recruitment process for volunteers and Club members who have contact with children.

Definition of Regulated Activity

For a role to be classed as a Regulated Activity it must comprise:

- Teaching, training, instructing, caring for or supervising Children; or
- Providing guidance/advice on wellbeing to Children; and
- The activity must happen once a week or more often; or
- Happen at least 4 times in a 30 day period; and
- The individual is unsupervised; or
- The activity involves supervising someone who would otherwise be in a Regulated Activity.

The Club recognises that the definition is important in determining which volunteers are in Regulated Activity and therefore required an Enhanced Disclosure and Barring Service (DBS) check. The Club shall acknowledge its legal duty not to recruit an individual on the barred list to work with vulnerable groups (including children) in a Regulated Activity. The Club has a legal responsibility to inform DBS of anyone it has removed from Regulated Activity due to concerns that they pose a risk or harm to the vulnerable groups, including children.

The Club also recognises that, at the current time, volunteers are not classed as being in a Regulated Activity when supervising Adults at Risk.

With regards to club volunteers and the need for DBS clearance, the Club shall interpret the definition of Regulated Activity to imply that:

- All Coaches and Group Leaders supervising juniors are undertaking Regulated Activity - requires an Enhanced DBS;
- All assistants, volunteers or helpers operating under the instruction of the Lead Coach, but who are required to act independently at times to supervise small groups of juniors, are undertaking Regulated Activity - requires an Enhanced DBS;
- All helpers who are assisting only under the supervision of a Lead Coach, but operate on a regular basis, are not undertaking Regulated Activity - requires an Enhanced DBS (without barring);
- Club Welfare Officer - requires an Enhanced DBS;
- Junior Co-ordinator - requires an Enhanced DBS;
- Coaches and Group Leaders - requires an Enhanced DBS;



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- Club Officers who have, or may have, significant access to children - requires an Enhanced DBS.

The Club recognises that obtaining DBS clearances is only part of the safe recruitment process. There shall also be reference to checking, interviewing, attitude and aptitude and the Club shall satisfy itself of relevant experience and evidence of qualifications.

Recruitment of Volunteer Coaches

Existing members of the club

Westbury Harriers will aim to recruit coaches, and especially junior coaches, from within the Club membership. The Club shall support the training and qualification of experienced and established members (member for more than 1 year) to achieve their Leadership in Running Fitness qualification from England Athletics, qualify in basic first aid, and complete a Safeguarding and Child Protection course through England Athletics.

Coaching members are expected to abide by the Club's Code of Conduct for Coaches.

Non-members of the club

The Club shall approach non-members either directly or via advertising. Coaches in this category comprise:

- Parents/carers with children in the junior section or Academy who are keen to actively and positively support their child and other children through their athletics development and have shown an interest in supporting the Club;
- Coaches with experience from another running Club.

If the Club actively seeks to encourage selected parents/carers (who have an understanding of the sport and an appropriate manner with the juniors) to undertake a qualification in coaching either running or athletics, then the Club shall sponsor and provide training opportunities for them. The parents/carers shall be required to apply for volunteer membership of the Club prior to undertaking any coaching qualifications.

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