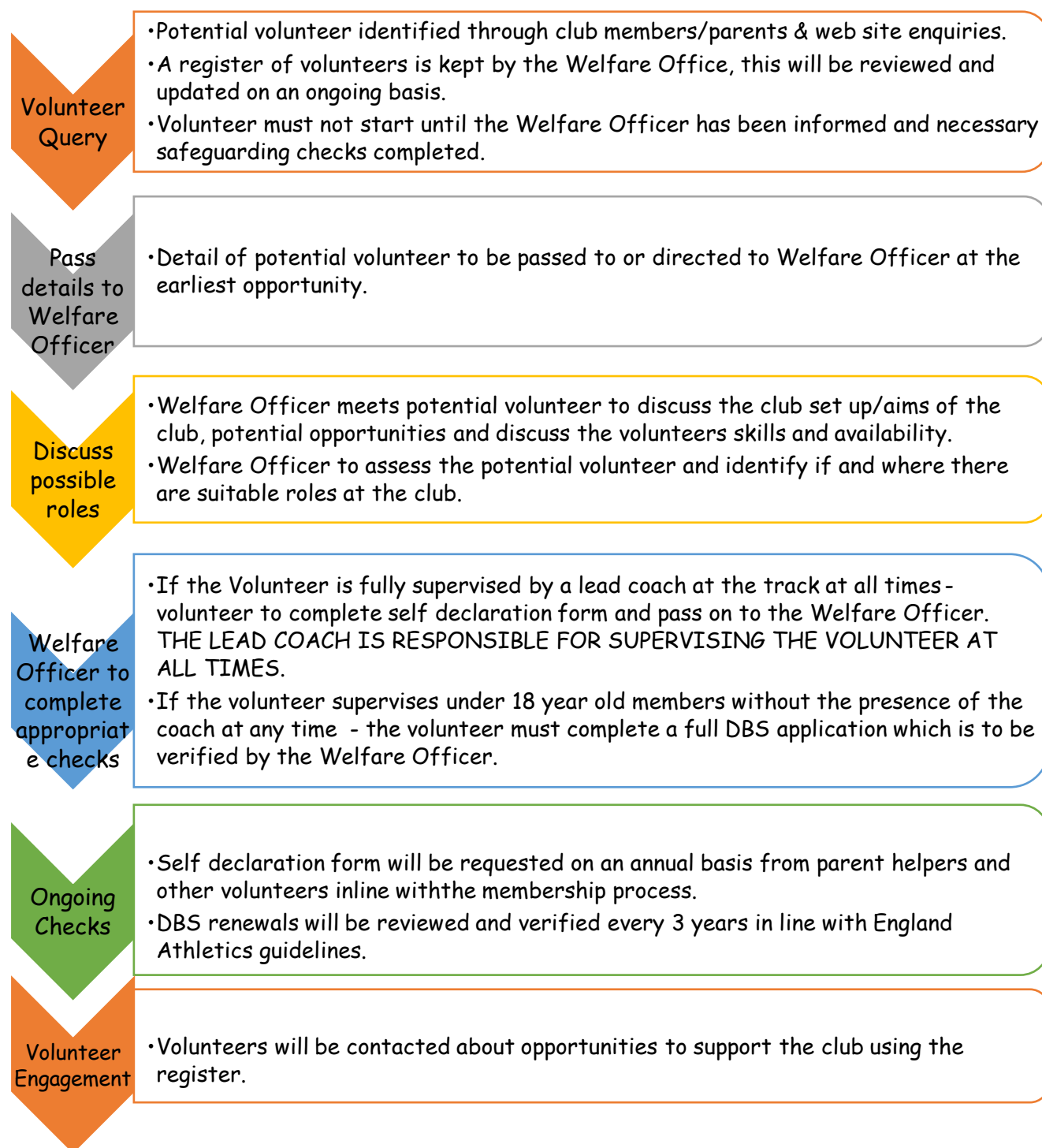


VOLUNTEERING POLICY

All volunteers must register their interest with the Welfare Officers. In line with our Safeguarding Policy all volunteers are subject to a vetting process where relevant self-declaration forms or DBS checks are completed. This is to safeguard our volunteers and members.



Who Needs a DBS

A full DBS is required for volunteers completing the following roles -

- New coach or Leader in Running Fitness.
- New technical official.
- Have completed a course but failed to complete my DBS/CRB at the time.
- New guide runner.
- Existing coach or Leader in Running Fitness with a DBS check that needs renewing.
- Existing official with a DBS check that needs renewing.
- Existing licenced guide runner with a DBS check that needs renewing.
- Team Manager.
- Club Welfare Officer.

From 1 April 2019 new requirements came into effect for leaders and coaches, and those renewing a licence to complete safeguarding training. This has been devised specifically for athletics using UKA's existing welfare policies and procedures, so all examples are relevant to the sport.

Who Needs to Complete a Self-Declaration form.

You will be required to complete a self-declaration form if you are:

- A volunteer who is under 16 years of age.
- Parent helpers.
- General club volunteers that do not have sole supervisory responsibilities for Under 18's.
- Unqualified coaches/officials that are assisting and existing DBS officials to gain experience prior to accessing a formal course.

<u>Parent Volunteer/Under 16 year</u> (Under supervision of a fully DBS volunteer)	Register interest with Welfare Officer Become an associate member of RSCAC Complete self-declaration form Renew self-declaration annually (April).
<u>Member Volunteer</u> Not always supervised by an existing fully DBS volunteer at the track	Register interest with Welfare Officer Become a full member of RSCAC Complete DBS/relevant check (For the initial DBS check for new volunteers who have been helping for less than one year, the expectation is that volunteer fund this in first instance and the club will provide a reimbursement subject to help being provided by that volunteer for an agreed minimum period).
<u>Volunteers with Specific Role</u> DBS required to supervise members under 18-year olds	Register with Welfare Officer Complete EA qualification which includes DBS application Renew DBS every 3 years.

RSCAC supports committed volunteers to develop at the club by buddying, mentoring and financially supporting qualifications. This is usually after commitment to and completion of 1 year of volunteering at the club. If you are interested, please contact the Welfare Officer.