



Congleton Amateur Swimming Club Volunteer Recruitment Procedure

Actions

1. When an individual expresses an interest in being a volunteer with Congleton Amateur Swimming Club, the management committee will be informed.
2. The committee will designate a named contact for the volunteer.
3. The named contact will have an informal chat with the potential volunteer and, if they want to proceed, will ask them to complete a Volunteer Registration Form, including supplying two referees. The named contact will also let the potential volunteer know whether a Disclosure and Barring Service (DBS) check is required. This was previously known as the Criminal Records Bureau (CRB) check.
4. The management committee will ensure that the two referees are contacted and each asked to complete a Volunteer Reference Form.
5. If required, the member of the management committee designated to do so will complete the DBS form and send it off.
6. The volunteer will receive the club induction and the volunteer placement will start, subject to satisfactory DBS check and references.
7. If the named contact or any other member of the management committee feels that there are reasons why it would be inappropriate for any potential volunteer to take up the role, a full discussion will be held and decision taken as to whether to offer the role. There is no requirement to take all potential volunteers, subject to the CASC Equality and Diversity Policy.

Document references

1. Volunteer Registration Form
2. Volunteer Reference Form
3. Equality and Diversity Policy