



UPPER DEESIDE AMATEUR SWIMMING CLUB RECRUITMENT & SELECTION POLICY VOLUNTARY MEMBERS

All potential helpers – e.g. coaches, teachers, officials, sports leaders and committee members, shall be recruited following the guidelines set out below. Paid positions shall be subject to a more structured advertising and interview procedure in accordance with any legal requirements.

INTERVIEW

An informal interview to discuss the requirements of the post, expected commitment and relevant experience. This is an informal situation, allowing questions and answers to be exchanged.

SELF DECLARATION & DISCLOSURE

All helpers will then be asked to complete the Self Declaration Form and Disclosure Scotland, showing any previous convictions or investigations. Only the Child Protection Officer will have access to this information, and not all convictions or investigations deem people unsuitable to work with children.

REFEREES

Two references will be sought for all new applicants. These people should be able to comment on your ability to work with children and must not be relatives.

GENERAL

Helpers will be bound by the rules and disciplinary procedures of the Club.