

Snowsport England Recruitment Policy for Volunteers

Purpose

Snowsport England values the contribution volunteers make to our organisation and would not be able to carry out many of our functions without them. We also follow safe recruitment practice to safeguard the children and adults at risk we work with.

Scope

This policy is applicable to all volunteers within Snowsport England and includes Board members, Committee members, volunteers running and assisting at our events and any other volunteers helping Snowsport England.

All documentation relating to applicants will be treated confidentially and in accordance with the Data Protection Act 2018.

Role Description and Person Specification

A role description that accurately reflects elements of the post will be produced. The person specification will state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience required for the job. Care will be taken not to indirectly discriminate against certain groups of applicants.

Advertising

As a minimum, posts will be advertised on the Snowsport England website. Other posts, including Board member vacancies, may be advertised more widely.

DBS

Snowsport England is committed to safeguarding and protecting all children, young people and adults at risk and expects our volunteers to share this commitment.

Snowsport England currently only carries out DBS disclosures for roles that are "Regulated Activity"¹. Where a DBS disclosure is to form part of the recruitment process (ie the role is Regulated Activity), all role adverts and role descriptions will state that a satisfactory DBS will be required². We will ask applicants to declare all convictions and cautions that are spent or unspent, but not protected or filtered³. We encourage all applicants to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover, to the CEO and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process. We will notify all potential applicants of the potential effect of a criminal record history and will discuss the content of the Disclosure with the applicant before rejecting a volunteer application. Snowsport England complies with the DBS Code of Practice³ and will make available a copy to anyone who requests it".

All recruiters must be aware of the roles that require a DBS. Please note it is a **criminal offence** to apply for a DBS if Snowsport England is not legally entitled to.

¹ [Eligibility guidance for enhanced DBS checks - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

² [DBS filtering guide - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

³ [Revised Code of Practice for Disclosure and Barring Service Registered Persons \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

All adverts for volunteer positions in Regulated Activity, thus requiring a DBS must include the following wording:

- *The successful candidate will be required to undergo an Enhanced DBS with relevant barred list check*

All role descriptions for positions in Regulated Activity, thus requiring a DBS must include the following wording:

- *The role you have applied for is Regulated Activity, and subject to an Enhanced DBS disclosure with barred list check for working with children. If your application is accepted, you will be required to declare all spent or unspent convictions and cautions, but not any that are protected or filtered. If you have any information to disclose, please provide this under separate, confidential cover, to the Snowsport England CEO tim@snowsportengland.org.uk . If you wish to discuss your criminal record, or whether you need to disclose something, please contact the Snowsport England Safeguarding Lead welfare@snowsportengland.org.uk . Having a criminal record will not necessarily prevent you from volunteering with us; this will depend on the nature and circumstances of the offence. We undertake to discuss your criminal record with you before rejecting your volunteer application. Snowsport England complies with the DBS Code of Practice and a copy is available on request.*

Applications and Shortlisting

Applications will be required in writing, and depending on the role, this may be a CV, application form or letter.

If there are more applications than posts, shortlisting will be carried out by a minimum of 2 people to avoid any possibility of bias. Notes of the shortlisting decisions for each candidate should be recorded by a panel member. Shortlisted candidates will be provided with details of the selection process including tests or presentations required, in writing giving as much notice as possible.

Selection and Interview

All candidates will be assessed objectively against the selection criteria in the person specification. In accordance with the Equality Act 2010, shortlisted candidates will be asked to advise if there are any particular arrangements or reasonable adjustments that could be made so they are able to participate fully in the interview process. As much notice as possible will be given to applicants selected for interview. Interviews will be carried out by a minimum of 2 people. Consideration should be given to how best to convey a positive message during interview, as interviews are a two-way process. Interview questions and the structure of the interview will be consistently applied to all candidates and will be based on the person specification. Notes of the salient points of the interview should be taken so they can be referred back to when assessing candidates and making decisions.

One day Volunteering

Some of our volunteer opportunities are for one day only, for example at a race or event under the auspices of Snowsport England but usually run by a Club or Region. It is accepted that some of these roles are filled on the day, and our usual recruitment process cannot be carried out. Nobody recruited for any of these one day volunteer roles should have unsupervised access to children or adults at risk. One day volunteers should be asked to join Snowsport England as an Official/Volunteer and agree to the Code of Conduct and compliance with our SnowSafe Safeguarding Policies.



Unsuccessful Candidates

Unsuccessful interview candidates will be dealt with courteously and sensitively and as a minimum will receive telephone or written notification of the outcome of the selection process in a timely manner. Where possible, if requested, individual feedback to candidates interviewed will be provided. Snowsport England will aim to notify other unsuccessful candidates via e mail (if provided) within 4 weeks of the closing date. Individual feedback will not usually be given to candidates not selected for interview. Application forms for unsuccessful applicants will be disposed of by secure means within 6 months of receipt.

Referees

At least 2 written references will be taken up for the successful candidate and the volunteer role will be subject to satisfactory references and DBS disclosure (if applicable). Where possible at least one reference must be from the applicant's current or last employment or volunteer role. Checks should be made to ensure the references are genuine and being sent by the person named as referee. Snowsport England notes that some previous employers will no longer provide references and may only confirm the dates a former employee worked for them.

Volunteer Role Offer

A verbal offer will be made as soon as possible and this will be followed by written confirmation of the volunteer role on receipt of satisfactory references and DBS disclosure. Where applicable to the volunteer role, checks of qualifications and other checks will be made. All volunteer roles should be subject to a 3-month probationary period.

Induction

It is important to provide a proportionate induction for the volunteer role. This will include:

- Verification of their identity if the role requires a DBS
- They should be asked to join Snowsport England, read and agree to abide by the relevant Code of Conduct
- A brief overview of the organisation
- Who they should report to
- Further information about their volunteer role
- Notification of relevant policies including Disciplinary, Complaints, SnowSafe Children and Young People and SnowSafe Adults Policies, Whistleblowing, Anti-bullying etc.
- For some roles, including Board Members, an induction with the safeguarding lead will be required, for other roles, the Safeguarding Information Leaflet should be provided.

Volunteer Expenses

Snowsport England will consider reasonable claims for out of pocket expenses incurred as part of the volunteer role and does not wish this to be a barrier to any volunteer wishing to volunteer for us. Please discuss this with your recruiter or person you report to.

Probationary Period

All new volunteer appointments will be subject to a 3-month probationary period which will give both the volunteer and Snowsport England the opportunity to decide if the volunteering is to their mutual advantage.



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