

Challenge Adventure Group



Recruitment Policy & Procedure

1. A person may apply for: an appointment or a change of appointment within the group.
2. Before an application is made for an appointment, the appointments secretary / chairman will discuss the appointment with the applicant including agreement of the role description.
3. All applications for an appointment must be made on the recruitment form. The applicant must complete and sign recruitment form after being made aware, by the appointments secretary, of the:
 - a. Purpose of the organisation;
 - b. Fundamentals of the organisation;
 - c. Equal Opportunities Policy;
 - d. Safety Policy;
 - e. Child Protection Policy;
 - f. Anti-Bullying Policy;
 - g. Responsibilities and commitments of the appointment;
 - h. Training obligations of the appointment; and
 - i. The procedure for the appointment of adults.
4. The completed application must be sent to the Appointments Secretary. Upon receipt of the form the Appointments Secretary will:
 - a. ensure that any enquiries required are completed;
 - b. obtain any references required;
5. A CRB form must be completed by the applicant if a new entrant to the group. The form will be supplied by the Appointments Secretary and returned, when completed, to the Appointments Secretary in person with at least two forms of ID from the following:
 - a. A driving licence or passport
 - b. A household bill
 - c. A bank / credit card.

The Appointments Secretary will check the supplied identification of the applicant and fill out the relevant WAYC ID forms. The applicant will also supply payment of the CRB processing fee of £15. The fee will be refunded to the applicant on successful completion of the CRB process and the awarding of a position within the group.

When the successful CRB form has been received by the applicant it must be shown to the Appointments Secretary before any position is awarded and before the applicant begins working with young people.

6. The Appointments Secretary must arrange for at least two references in writing to be obtained to ascertain the person's suitability. The reference must be kept on file and a copy sent to WAYC. The form is shown below.

7. In the event that any referee has given any indication that the applicant may not be suitable for an appointment, the Appointments Secretary should inform the Chairman and arrange to contact the referee in confidence to establish further details.
8. An adult may not have any involvement in the group where a current report from a professional or statutory source suggests that the individual is not a fit and proper person to hold a position in the group.
9. In all cases of doubt concerning the suitability of an individual the Appointments secretary must err on the side of caution and not appoint. The welfare and safety of young people must be the over-riding factor.

Training

1. All appointed adults must undertake the any training specified.

Challenge Adventure Group



Adult Volunteer Character Reference

PRIVATE AND CONFIDENTIAL

Name of applicant:

Position applied for:

Chairman / Committee Member / Leader

Name of Referee :

Address of Referee :

Telephone Number(s) of Referee :

How long have you known the applicant and in what capacity?

Would you consider the applicant to be suitable for voluntary work?

Do you know of any reasons why the applicant should not be a volunteer? (please specify if applicable).

Has the applicant any particular strengths or weaknesses on which you wish to comment?

Is there anything further the Association ought to know about the applicant ? (do continue on a separate sheet if you wish too).

Signed Date