

**ABERDEEN GRAMMAR RUGBY**

Recruitment Policy/Checklist

Aberdeen Grammar Rugby takes their role to exclude anyone considered unsuitable to work with children and young people very seriously. This safeguarding role is particularly relevant to the Club's recruitment process for coaches and other volunteers. In line with the SRU's best practice guidance, Aberdeen Grammar Rugby operates the following recruitment practice:

<b>ESSENTIAL</b>	<b>ACTIONED BY</b>	<b>NOTES</b>
Role fully explained	Minis Coaching Coordinator	
Informal meeting and any evidence of previous coaching experience and/or qualifications requested	Minis Coaching Coordinator	Induction/Welcome Briefing
Self-Declaration Statement completed and returned	Child Protection Officer	Completed during PVG process.
Applicant provided with guidance on PVG compliance requirements	Child Protection Officer	Undertaken verbally and by email.
PVG application completed	Child Protection Officer	Supported by Minis Coaching Coordinator.
Applicant provided with copy of AGR Practical Guide for Coaches and link to CP guidance on Club website	Child Protection Officer	AGR Practical Guide for Coaches available on Club website.
Ongoing supervision and monitoring of performance	Head Coach for relevant year group	Head Coaches who will ensure any issue of concern is highlighted to the Director of Rugby, Minis Committee Chair, Coaching Coordinator and Child Protection Officer.