

# **Sydenham Lawn Tennis & Croquet Club Ltd**

## **Volunteer Induction Policy**

This policy covers the recruitment and induction procedures for all Volunteers at Sydenham Lawn Tennis and Croquet Club Ltd (the 'Club')

Volunteers, includes directors, volunteer Welfare Officers, committee members, team captains and all other members or non-members who volunteer at the Club in any other capacity ('Volunteers')

### Recruitment

The Club uses appropriate means to advertise for Volunteers within the Club, taking into account the principles of its Safeguarding and Equity Diversity & Inclusion policies.

The Club will follow the principles set out in the Club's Safe Recruitment Policy for all Volunteers who will either act as a Welfare Officer or work with or assist with children, or adults at risk, including ensuring that they obtain an appropriate DBS check through the LTA where appropriate.

Potential Volunteers will meet with a member of the Board, the chair of one of the section committees, or the Club Manager to assess their suitability for the role.

### Induction

Volunteers' induction will be supplied by the Chair or other member of the Board, the Chair or other member of the relevant committee or, if the role does not involve joining a committee or the Board, by the Club Manager, or other suitable person.

The induction will include:-

1. Explaining the responsibilities of the Volunteer to include providing a role description where appropriate.
2. Supplying a copy of the Volunteer Information document.
3. Supplying a copy of the Board Members' Induction Document and the directors' appointment letter- directors only.

#### 4. Safeguarding:

- a. Ensuring that the Volunteer knows who the Welfare Officer is, and who the Deputy Welfare Officers are and reminding them of the Welfare Officer's role;
- b. Reminding the Volunteer of the Safeguarding Policy and Safeguarding Summary and where to find these documents;
- c. Reminding the Volunteer of their obligation to report any concerns;
- d. For all new Volunteers to watch the LTA video on Safeguarding;
- e. To consider whether the role holder will need a DBS check and to ensure that they apply for the appropriate certificate;
- f. Drawing the attention of the Volunteer to the other relevant policies

#### 5. Training

Explaining any training requirements – particularly in relation to the Welfare Officer role

#### 6. Privacy Policy

Explaining the Privacy Policy and arranging for the Volunteer to sign the relevant consent form online.

This policy is reviewed every three years (or earlier if there is a change in national legislation).

Chair: Gillian Bartlett

Welfare Officer: Dez Lewington