



## **Volunteers Policy**

### **1. Policy Statement**

This Volunteers Policy sets out the principles, expectations, and procedures for the recruitment, induction, supervision, and management of volunteers at **Elite SF**. The policy is written in line with safeguarding and welfare expectations consistent with Ofsted requirements and recognised best practice for organisations working with children and young people.

Elite SF values the contribution that volunteers make to supporting high quality sports coaching. At all times, the safety, welfare, and wellbeing of children remains paramount.

### **2. Scope of the Policy**

This policy applies to:

- All volunteers supporting sessions, clubs, camps, events, and activities
- Students on placement or work experience acting in a voluntary capacity
- All Coaches responsible for managing or supervising volunteers

### **3. Definition of a Volunteer**

A volunteer is an individual who:

- Gives their time freely to support the business
- Is not employed or paid (expenses may be reimbursed)
- Supports activities under the direction of paid Coaches

Volunteers do not replace paid coaches and are not included in coach-to-child ratios unless appropriately vetted, trained, and authorised.

### **4. Key Principles**

- Children's safety and welfare is paramount
- Volunteers are suitably recruited, vetted, and supported
- Volunteers work under supervision at all times
- Clear roles, boundaries, and expectations are maintained

## **5. Recruitment and Selection**

The recruitment of volunteers will include:

- Completion of an application or registration form
- Provision of suitable references where appropriate
- Identity checks
- An informal interview or discussion to assess suitability

Elite SF reserves the right to refuse or withdraw volunteer opportunities if concerns arise.

## **6. Safeguarding Checks (DBS)**

- Volunteers may be required to complete an enhanced DBS check where they have regular contact with children
- Volunteers will not be left unsupervised with children until appropriate checks are completed
- DBS status will be reviewed in line with safer recruitment procedures

## **7. Induction and Training**

All volunteers will receive an induction that includes:

- Safeguarding and child protection awareness
- Health and safety procedures
- Behaviour expectations
- Mobile phone and professional boundaries guidance
- Role specific expectations

Ongoing guidance and support will be provided as required.

## **8. Roles and Responsibilities**

### **Volunteer Responsibilities**

Volunteers are expected to:

- Follow all policies and procedures
- Work under the direction of a named coach
- Maintain professional conduct at all times
- Respect confidentiality

- Report safeguarding concerns immediately

### **Coach Responsibilities**

Coaches supervising volunteers must:

- Provide clear instructions and supervision
- Ensure volunteers understand their role
- Monitor conduct and address concerns promptly

### **9. Supervision of Volunteers**

- Volunteers will always work under the supervision of a paid coach
- Volunteers will not be left alone with children unless authorised
- Supervision arrangements will reflect the age and needs of children

### **10. Safeguarding Expectations**

Volunteers must:

- Follow the Safeguarding and Child Protection Policy
- Maintain appropriate professional boundaries
- Avoid one to one situations unless authorised
- Never take photographs or videos of children on personal devices

Any safeguarding concern must be reported to the Designated Safeguarding Lead (DSL) immediately.

### **11. Use of Mobile Phones and Electronic Devices**

- Volunteers must follow the Mobile Phone and Electronic Device Policy
- Personal phones must not be used during sessions except where authorised
- Volunteers must not take images or recordings of children

### **12. Confidentiality and Data Protection**

- Volunteers must keep information about children and families confidential
- Personal data must not be stored or shared without authorisation
- Breaches of confidentiality will be taken seriously

### **13. Conduct and Professional Boundaries**

Volunteers must not:

- Use inappropriate language
- Engage in physical contact outside agreed guidance
- Form inappropriate relationships with children
- Transport children or take them home

#### **14. Allegations and Concerns**

- Any allegation involving a volunteer will be taken seriously
- Procedures will follow safeguarding and breach of contract or policy guidance
- Volunteers may be suspended from duties while investigations take place

#### **15. Expenses and Insurance**

- Reasonable expenses may be reimbursed where agreed in advance
- Volunteers are covered by the business's insurance while carrying out authorised duties

#### **16. Ending a Volunteer Role**

Volunteering may be ended by:

- The volunteer, with reasonable notice
- The business, where concerns arise or standards are not met

#### **17. Training and Ongoing Support**

- Volunteers will receive appropriate support and guidance
- Refresher safeguarding information will be provided as needed

#### **18. Policy Review**

This policy will be reviewed annually or sooner if:

- Ofsted guidance or legislation changes
- An incident highlights the need for review
- Operational changes occur

#### **19. Declaration**

All volunteers must read, understand, and agree to comply with this Volunteers Policy.

#### **20. Acknowledgement and Acceptance (BrightHR)**

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards
- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

**Adopted on:** 29<sup>th</sup> December 2025

**Signed on behalf of Elite SF:** J. Bartram

**Date for review:** 29<sup>th</sup> December 2026