

ELYC Safer Recruitment Procedures 2023

Position	Pre-employment checks
ELYC Training Principal	Appointed from within the club at the discretion and by scrutiny of the Flags. <ul style="list-style-type: none"> ● Volunteer Agreement ● PVG Membership verified by ELYC/RYA
Chief Instructor	Internal Candidate: at the discretion and by scrutiny of the Training Principal. Ensure all Instructor pre-employment checks have been carried out (see below). External Candidate: <ul style="list-style-type: none"> ● Application Form ● Medical Questionnaire (updated annually) ● 2 references, at least one of which should be external, including one from a previous club if applicable ● PVG Membership verified by ELYC/RYA ● Emergency Contact Details (updated annually)
RYA Sailing Instructor: SI, DI, AI	<ul style="list-style-type: none"> ● ELYC Application Form / AI Application Form ● Medical Questionnaire (updated annually) ● 2 references, at least one of which must be external ● PVG Membership verified by ELYC/RYA (AIs only if 16+) ● Parental Awareness for under 18 Employees and Volunteers ● Emergency Contact Details (updated annually)
PBI (in Regulated Work*)	<ul style="list-style-type: none"> ● Volunteer Agreement (unpaid post) ● PVG Membership verified by ELYC/RYA <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ● Application form (paid post) ● Medical Questionnaire (updated annually) ● 2 references, at least one of which should be external ● PVG Membership verified by ELYC/RYA ● Emergency Contact Details (updated annually)
Coach (in Regulated Work*)	<ul style="list-style-type: none"> ● Application Form ● Medical Questionnaire (updated annually) ● 2 references, at least one of which should be external, including one from a previous club if applicable ● PVG Membership verified by ELYC/RYA ● Emergency Contact Details (updated annually)
Volunteer (on and off water) supporting events targeted at young people (*Regulated Work) <ul style="list-style-type: none"> ● Topper Training ● Race Squad 	<ul style="list-style-type: none"> ● Event Leader to be identified and approved by Flags ● Volunteer Agreement ● PVG Membership verified by ELYC/RYA
Volunteer (on and off water) <ul style="list-style-type: none"> ● Fun Friday ● Go Racing ● Social Sailing <p><i>Although popular with under 18s, these events are aimed at all members and do not fall into the category of Regulated Work, thus most volunteers do not require a PVG check.</i></p>	<ul style="list-style-type: none"> ● Event Leader to be identified and approved by Flags ● Volunteer Agreement ● Beachmaster requires PVG Membership verified by ELYC/RYA as they may find themselves supervising a young person on a 1:1 basis if they come off the water early
Regatta First Aider (**Regulated Work)	<ul style="list-style-type: none"> ● Volunteer Agreement ● PVG Membership verified by ELYC/RYA.

*Regulated Work in the context of ELYC includes everybody volunteering at events targeted at under 18s, with the sole exception of a tractor driver who has **no contact** with the young people taking part in an event and is not required to hold PVG Membership.

**As care-givers, the First Aider's role is Regulated Work even if attendance of a young person is incidental.

A person volunteering in unforeseen circumstances or a one-off situation is not required to hold PVG Membership but if they go on to volunteer regularly they will be required to apply or update any existing membership through ELYC/RYA.