



Induction Guide England Boxing

INTRODUCTION

England Boxing is committed to ensuring that all its members are able to enjoy their sport in a safe, friendly and healthy environment. To this end we are responsible for ensuring that all our staff and volunteers are aware of all policies, procedures and guidelines regarding the protection of children and young people. Furthermore, they should have free access to these procedures at the earliest opportunity.

This induction policy will ensure that every joining member is immediately aware of the policies, procedures and guidelines of England Boxing.

OVER-RIDING PRINCIPLE

All employees and volunteers who join England Boxing, whether as head office staff, coaches, officials or other volunteers, should receive the England Boxing Welcome Pack, which contains all the relevant child protection policies, procedures and guidelines.

The 'paper trail' at Appendix 'A' outlines the material that will be included in the pack.

THE INDUCTION PROCESS

All employees and volunteers shall undergo an induction interview which is carried out to acceptable standards and within the protocols agreed by the England Boxing Board of Directors. This will be conducted by the Operations Manager in relation to employees or by the Club Welfare Officer in relation to volunteers.

At this time the relevant sections outlined within the England Boxing Employee Handbook, including human resources and payroll policy and procedures shall be brought to the attention of staff. The following are highlighted elements of this process:

- Scrutiny should be carried out of any application forms submitted;
- Scrutiny of the details provided by the applicant / joining volunteer regarding self disclosure and the DBS disclosure details;
- Where appropriate their declared qualifications should be scrutinised;
- Their job description / role should be clarified
- They should acknowledge service of and their commitment to all child protection and equity-related policies, procedures and guidelines.

RELEVANT TRAINING

All employees and volunteers shall acknowledge and agree to undergo any relevant training as outlined within the England Boxing training analysis schedule, which identifies the appropriate training in each role within the organisation. This schedule contains a child protection and equity supplement.

PAPER TRAIL

The paper trail (see appendix A) shall be administered by the England Boxing Operations Manager through all relevant departments and regional associations.

The vast majority of procedures under the employee induction scheme are carried out under the existing England Boxing HR policy by the England Boxing HR department, however all child protection and equity matters shall be administered and continually monitored by the National Child Protection and Equity Manager. It is to the latter material that the paper trail at Appendix 'A' refers.

At club level, the Club Welfare Officer shall be responsible for ensuring that the 'Paper Trail' process is adhered to.

Copies of Appendix 'A' should be handed to the joining employee or volunteers with one copy being held on the employees personal file.

In the case of the volunteer, a copy should be handed to the volunteer, one copy is to be held by the Club Welfare Officer and one copy retained by the appropriate Divisional or Regional Welfare Officer.

These documents must be retained under secure conditions.

It is the responsibility of the appropriate Divisional or Regional Welfare Officer to ensure that this system is managed efficiently.

PROCESS OF CRB DISCLOSURE

The Board of Directors of England Boxing has deemed that all positions within the organisation shall be subject to DBS Disclosure. Please refer to the Disclosure and Barring Service section of the England Boxing website for details of how the procedures are managed within England Boxing.

ADULTS, CHILDREN & YOUNG PEOPLE IN England Boxing

The opportunity to remind new members of England Boxing about the organisation's commitment to child protection and equity should be seized at the time of induction. All should be reminded that our policies all reflect a requirement that members, whether adult or children, have a responsibility to treat one another with dignity, respect sensitivity and fairness.

It is important to stress that as a responsible and caring sport, we urge parents of children to also join our organisation as volunteers, ensuring their help and support whilst their child is a member and ultimately embracing the sport for many years

Appendix A

Full name of subject:

Joining date:

Full address and postcode:

Telephone number:

MB:

E-mail:

Registration no:
[If applicable]

ACTION	DOCUMENT	DATE ISSUED	SIGNATURE OF RECEIPT
Welcome Pack provided to employee or volunteer member	England Boxing Policies & Procedures		
	Child Protection Policy	-	-
	Equity Policy	-	-
	Children and Young Persons Complaints Policy	-	-
	The England Boxing Children's Charter	-	-
	Club Child Protection Policy	-	-
	DBS checks and procedures	-	-
	Parent, children and Young person's complaints policy	-	-
	Child & parent's complaint leaflet	-	-
	Parental consent form [Photography]	-	-
	Parental consent form [Travel]	-	-

NOTE:

As a joining member of England Boxing, a member's views on all our policies, procedures and practices, and the way we enforce them, are extremely important to us, in order that we are able to measure their effectiveness.

At the conclusion of the induction process, all joining members should be requested to submit any complaints, concerns or suggested ideas to the Operations Manager as soon as practicable. This can be done by way of email, telephone or correspondence.

In order to stimulate uptake on this request the joining member must be offered confidentiality if they so request.