



S10

SAFER RECRUITMENT GUIDANCE

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1. Introduction

- 1.1. England Boxing (EB) want to make sure everyone who helps out in our boxing clubs are suitable, supported and understand how to keep children, young people and adults at risk safe.
- 1.2. By following the steps below, clubs can help to protect our members and create safe and positive environments for all.

2. Planning the Role

- 2.1. Be clear about what the volunteer will do and what is expected of them by providing a short role description.
- 2.2. Include a short safeguarding statement in all volunteer adverts or conversations:
 - a. *'We are committed to safeguarding and promoting the welfare of children, young people and adults at risk, and expect all our volunteers to share this commitment.'*

3. Application & Interest

- 3.1. Ask every volunteer to complete a simple application form (no informal sign-ups).
- 3.2. Ask them to share their skills, experience, and motivation for volunteering.
- 3.3. Explain that all roles involving children, young people or adults at risk require safeguarding checks.

4. Informal Interview or Meeting

- 4.1. Invite volunteers to have a short chat with two club representatives (e.g. Head Coach and Club Welfare Officer).
- 4.2. Ask about their experience working with children, young people or adults at risk and how they would deal with a concern.
- 4.3. Clarify your club's expectations around behaviour, appropriate communication, and safeguarding.

5. Safeguarding Checks

- 5.1. Carry out appropriate suitability checks, such as a DBS check (for roles involving regulated activity).
- 5.2. Confirm their identity, request references and any relevant qualifications or training.
- 5.3. If a volunteer is new to boxing or the club, ensure a reference is obtained before they start.
- 5.4. Use the Volunteer Risk Assessment Template available at:
<https://www.englandboxing.org/clubs/child-protection-and-safeguarding/policies-and-procedures/>

6. Induction & Training

- 6.1. Provide an induction session before they begin volunteering.
- 6.2. Share your Club Safeguarding Policy and any Code of Conduct.
- 6.3. Register the volunteer on the Locker for a free Tier 1 membership.
- 6.4. Ensure they complete the England Boxing Safeguarding e-Learning or in-person course when working around children, young people or adults at risk.

7. Ongoing Support

- 7.1. Check in regularly with volunteers to offer help, feedback and support.
- 7.2. Make sure they know who to talk to if they have any worries.
- 7.3. Review training and DBS checks every 3 years.
- 7.4. Thank and recognise volunteers for their contribution — it helps retain good people!

Version 1.0

Approved by Compliance Team

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Major additions to this Document are highlighted in yellow for reference.