

**DUNDEE WANDERERS RECRUITMENT CHECKLIST**

**Name of Volunteer:**

This checklist, must be complete for all new volunteers/ employees in your club who have substantial access to children.

YES NO

1. Have you explained the need for vetting volunteers?

1. Has the volunteer completed a Personal Profile Form?
2. Has the volunteer completed the self-declaration form?

4. Has a brief background to the club and its activities

been provided?

5. Has a face-to-face discussion regarding suitability

taken place?

6. Have you given the volunteer an opportunity to read your

Club policies (esp. child protection) and discussed any

issues arising out of this with him/her?

1. Have two references been received?

(please attach)

1. Has a satisfactory disclosure check been done?

If the answer is YES to all of the above, it is deemed that the individual is suitable to work with the club.

If there are any NO’s then all personal records should be destroyed, with this checklist being kept as a record of the clubs actions. The volunteer should be notified in writing as to why they have not been accepted.

### Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position in Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**