Enquiry received from student/school/parent. NB: the student must be known to someone at Cobham RFC Enquiry forwarded to Cobham RFC Welfare Officer (WO) (dino.adams@blueyonder.co.uk) Welfare officer contacts age group Manager /Head Coach concerned to ensure can place student or not.

Agreed by Manager/Head Coach. Welfare Officer requests that student/parent obtain letter from Tutor at school/college to be emailed to WO verifying the student request with relevant time frame/ dates and reasons for placement eg Duke of Edinburgh

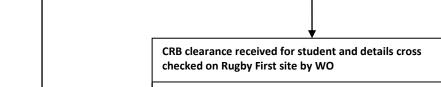
Welfare officer undertakes CRB if over 16.

Verification letter received from school

experience student

Not Cleared

Manager/head coach unable to place work



★WO contacts student and relevant information sent re

If Under 16

timings/behaviour.

If not cannot place-regret email to be sent to individual from WO.

Manager/Head Coach- informs parents that a student will be present at training sessions

On Students first visit, passport/ photographic ID is checked by age group Manager/Head Coach.

Student introduced to age group children and parents

Coaches to oversee the placement signing off relevant paperwork, returning to the school if required. Issues/concerns arising must be notified via age group Manager/Head coach to Welfare Officer via a telephone call immediately and followed up by an email to the Welfare Officer within 24hrs.