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**Safe Recruitment Policy**

Planning

The first stage of any recruitment process involves planning. Club officials need to draw up a role

profile, which highlights the main areas of a voluntary role. They should also decide upon the skills

and experience that an individual would need to fulfil the requirements of the role. The club

recruitment process must be developed in such a way that they treat every applicant in a fair and

consistent manner.

Advertising

In order to attract new volunteers it may be necessary to advertise outside the club itself, for

example - utilising the club website, newsletter, social media (e.g. Twitter, club Facebook page),

sports hall notice board, local school, may also be beneficial. The advertisement should reflect the

club or league’s Safeguarding Children Policy and it should contain the skills and experience

required and the duties to be undertaken. However, it should not discriminate in terms of age,

race, gender or disability.

Application Form

The club should use application forms to collect information on each applicant. The FA’s Volunteer

Application Form can be adapted for a club use. Each applicant’s information then collected in a

consistent way. At least two officials should work together to consider all the application forms to

ensure that they are scrutinised fairly and equitably. It is very important that the club also ask for

identification documents to confirm the identity of the applicant – for example: a passport or

driving license providing photo ID.

Meeting/Interview

It is highly recommended that club officials meet with everyone who has applied for the post or

offered to volunteer before any decisions about taking them on are made. More than one official

should be present. The meeting/interview will enable the club to further explore the information

provided in the application form. The questions to be asked should be prepared in advance and

should provide the applicant with the opportunity to recount previous experiences and give

examples of how they have or would handle situations. Whilst it is important to gain information

about an applicant’s technical abilities, it is also necessary to explore their attitudes and

commitment to child welfare. Below are examples of questions that could be used to discover this

information:

• Tell us about any previous experience you have working with children or young people.

• Give a child-related scenario and ask the applicants what they would do. For example: ‘It is a

winter evening and the training session has finished. A parent has not arrived to pick up their child

– what would you do?’ The applicant would be expected to say that they would stay with the child

and contact the parents to find out where they were.

• ‘Is there anything we should know that could affect your suitability to work with children or

young people?’

• You should also ask applicants to bring along certificates or other proof of any qualifications to

the meeting or interview – for example, a coaching certificate or proof of attendance at any

safeguarding children courses.

References

At least two references should be requested from individuals who are not related to the applicant.

The FA’s Volunteer Reference Form can be adapted for club use. One reference should be

associated with the applicant’s place of work and, if possible, one that demonstrates that the

individual has been involved in sport, particularly children’s football, previously. References should

be followed up; ideally before they begin to work at the club. If you decide to let them volunteer

before taking up the role then they must not be left alone with children or young people at any

time. If the references raise any concerns, you are advised to contact The FA Safeguarding

Children Department for advice and guidance.

Criminal Records Check

CRC’s are another tool in the recruitment procedure. A Disclosure and Barring Service Enhanced

Check with or without Barred List, tells The FA about a person’s recorded offences. It can indicate

that a person is not a suitable person to work with children – for example: if they have a history of

sexual offending. It may also tell The FA that further investigations are required – for example: if

the person has a history of drug dealing or racist offending. Volunteers and others in football

should be assured that The FA will take into account the Rehabilitation of Offenders Act (ROA),

1974 and only consider offences which we are entitled to in relation to the ROA Exceptions Order,

1975. The FA will only share information with those who are involved in the recruitment decision.

The club will only be told whether or not a person is considered suitable to work with children.

Applications for CRCs should be dealt with by the Club Welfare Officer. If an applicant claims to

have a DBS Enhanced check, the club should seek advice from The FA CRB or check the Online

Safeguarding Service via Whole Game System.

Recruitment Decisions

It’s important to consider all the information you receive via the application form, confirmation of

identity, the outcome of the take-up of references and whether the person is accepted by The FA

following their Criminal Records Check. This information should then be considered alongside the

outcome of the meeting/interview to make an informed decision as to whether or not to accept

them into the club.

Once in Post

It is important that once a new volunteer is at the club, followup action is taken – for example:

• ensuring that new volunteers are made aware of and sign up to the club’s Safeguarding Children

policy and procedures, best practice guidelines and codes of conduct

• ensuring that they attend The FA’s Safeguarding Children Workshop, or that they update this

• a statement of their roles and responsibilities is prepared and that they are agreed to by the new

volunteer

• initially, a period of supervision/observation or mentoring could be introduced to support the

new volunteer

Summary

Safeguarding Children is about putting in place the best possible practices and procedures. This

will protect not only the child but also the Club and the adults helping out with U18s in football. If

you require any further support or guidance relating to children and young people, please contact

your CFA Welfare Officer.