



Selection and Recruitment Policy

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Responsibility

The intentions of most people who work with children and young people in football are good. However, The FA and Somersall Rangers Football Club recognises its responsibilities to safeguard the welfare of all children and young people participating in football by providing a safe and enjoyable environment. Sound recruitment and selection procedures will help to screen out those who are not suitable.

When Somersall Rangers Football Club recruit new members, all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. In addition, Somersall Rangers Football Club recognises the volunteer selection processes must be consistent and fair at all times.

Planning

The first stage of any recruitment process involves planning. Somersall Rangers Football Club will draw up a role profile, which highlights the principal areas of a voluntary role deciding upon the skills and experience that an individual would need to fulfil the requirements of the role. Each applicant shall be treated 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 / e-zine, social media (e.g. Twitter, club Facebook page), sports hall notice board, local school, may also be beneficial.

The advertisement will reflect the club's Safeguarding Children Policy and it will contain the skills and experience required and the duties to be undertaken. It will not discriminate in terms of age, race gender or disability.

Application Form

Somersall Rangers Football Club has a generic application form to be used for all appointments. At least two officials should work together to consider all the application forms to ensure that they are scrutinised fairly and equitably. Identification documents will need to be asked for from the applicant, for example a passport or driving license providing photo ID.

Meeting Interview

A member of Somersall Rangers Football Club committee meets 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 explore further 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?
- The applicants should also 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 shall be requested from individuals who are not related to the applicant. 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 or league.

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 Club Welfare Officer.

Disclosure Barring Service Check (DBS)

DBS'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 will also be sent to 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 are dealt with by Somersall Rangers Football Club Welfare Officer. If an applicant claims to have a DBS Enhanced check, the CWO will check the Online Safeguarding Service via Member Services.

All volunteers within Somersall Rangers Football Club will have had a CRC.

Recruitment Decision

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 shall 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, follow-up action is taken including: -

- Reading the Policies and Procedures for Somersall Rangers Football Club (latest versions are always on the Club Website);
- Reviewing the Forms and Other Supporting Documentation (latest versions are always on the Club Website);
- Attend the FA's Safeguarding Children Workshop;
- 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 within our football club. If you require any further support or guidance relating to children and young people, please contact the clubs Welfare Officer.

We Only Do Positive



Contact Information

Further advice on Safeguarding Children matters can be obtained from:

Somersall Rangers Football Club Welfare Officer

Mark Jackson

Contact Number: 07429 604 273

Email: somersallcwo@gmail.com

Derbyshire County Football Association's Safeguarding Team

8 & 9 Stadium Business Court

Millennium Way

Pride Park

Derby

DE24 8HP

Contact Number: 01332 361 422

Email: safeguarding@derbyshirefa.com

The Football Association

www.TheFA.com/football-rules-governance/safeguarding

Emailing – Safeguarding@TheFA.com

The FA Safeguarding Children general enquiry line 0800 169 1863

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