



Safe Recruitment Policy for Debenham Youth FC

Our responsibility;

The intentions of most people who work with children and young people in football are good. However, The FA and Debenham Youth Committee recognise 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 us to screen out those who are not suitable. By adopting the points outlined in these guidelines, we will be putting in place the best possible practice to protect children and young people whenever a volunteer is sought to work with us and the Children.

When clubs or leagues recruit new members, all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. In addition, the club's or leagues volunteer selection processes must be consistent and fair at all times.

1. 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. A club's recruitment process must be developed in such a way that they treat every applicant in a fair and consistent manner. Please use the 'Clubs Roles within Debenham Youth FC' as a guide to the role profile.

2. Advertising

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

3. Application Form

Clubs and leagues should use the application form to collect information on each applicant. This can be found on the website under..... Each applicant's information is then collected in a consistent way. At least two officials will work together to consider all the application forms to ensure that they are scrutinized fairly and equitably. It is very

important that the officials ask for identification documents to confirm the identity of the applicant – for example: a passport or driving license providing photo ID.

4. Meeting / Interview

It is highly recommended that clubs chairman (or Vice Chairman) along with the manager and/or where suitable assistant manager 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 or league to explore further the information provided in the application form. The questions to be asked should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations. One Committee member at the interview is required to record the questions asked and the responses given. 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.

Three questions required in the interview are;

- 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?'

Applicants are asked 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.

5. References

At least two references are requested from individuals who are not related to the applicant. *The FA's Volunteer Reference Form can be adapted for club or league 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 or league. If decided 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.

6. Criminal Record Checks (CRCs)

CRC's are required in the recruitment procedure. A Disclosure and Barring Service Enhanced Check with or without Barred List, needs to be completed ideally before they

start volunteering and is a requirement if volunteering and working on their own with children.

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 are dealt with by the Club Welfare Officer.

7. Recruitment Decisions

It's important to consider all the information received 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 or league. It may on occasion be brought to a Committee Meeting.

8. Once in post

It's important that once a new volunteer is at Debenham youth FC, follow up action is taken

- 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

9. 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.

10. Contacts

FA Criminal Records Body (FA CRB): E: FAchecks@TheFA.com T: 0845 210 8080
TheFA.com/governance/safeguarding

The Debenham Youth FC's safe recruitment policy was proposed by:

- Jodie Burrows 24th February 2021 (Welfare Officer)

The Safe recruitment was policy was endorsed by:

- Simon Sparrow 24th February 2021 (Club Chairman)

The policy was distributed and published on the website on 16th March 2021

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