

**Bromleians Football Club**

SELECTION & RECRUITMENT POLICY

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| **Date:**  | 05th February 2021 |
| **Date to be reviewed:**  | 05th February2022 |
| **Author:**  | Club Welfare Officer |
| **Junior Section Committee Sign off Date:**  |  |

1. **STATEMENT OF INTENT**

Bromleians Football Club are committed to investing time and energy in supporting committed individuals to gain experience and skills.

We recognise that whilst some volunteers may have limited relevant experience, they can offer transferable skills, enthusiasm, an appetite to learn and an understanding of the ethos and behaviours required at Bromleians Football Club. We understand that this approach will support the club to find much-needed volunteers.

Safeguarding children is about putting in place the best possible practices and procedures. This will not only protect the child but also Bromleians Football Club and the adults helping out with U18s in football.

Bromleians Football Club acknowledges the intentions of most people who work with children in football are good. However, as part of Bromleians Football Clubs commitment to provide safe and enjoyable environments we know that sound recruitment and selection procedures are essential.

When we recruit new members, all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people both in open-age teams (who have players aged under 18) and in youth football.

As such Bromleians Football Club follow the FA's safer recruitment and DBS checks guidance of which this policy is based on.

**2. Recruitment and Selection Procedures**

The following eight steps help ensure fair and safer recruitment across the club.

* 1. **STEP 1 – ROLE PROFILE**

Each of our key roles within the club will have a role profile agreed by the Junior Section Committee that Identifies for each role the:

* main tasks and responsibilities
* the skills and experience required
	1. **STEP 2 – ADVERTISING**

We will ensure the role is advertised accordingly across our club and league and where suitable outside of these.

We will make use of club/league websites along with other mediums such as social media, newsletters.

We will ensure the advert reflects the club's Safeguarding Children Policy, details the skills/experience required and the duties to be undertaken.

Our adverts will not discriminate in terms of age, race, gender or disability.

* 1. **STEP 3 – APPLICATION FORM**

We will use The FA’s Volunteer Application Form – see Appendix 1 in the recruitment of all club volunteers.

At least two Junior Section Committee members will be involved in considering the application forms; most likely to be the Head of Junior section and a Club Welfare Officer (CWO).

Official photo identification documents must be seen to confirm the identity of the person e.g. passport or driving licence. This will be completed and verified by one of the clubs trained CWO's.

* 1. **STEP 4 – MEETING/INTERVIEW**

At least two Junior Section Committee members will meet/ interview everyone who has offered to volunteer.

The meeting/interview questions (prepared in advance) must provide the applicant the opportunity to recount experiences and give examples of how they have or would handle situations.

While 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.

* 1. **STEP 5 – REFERENCES**

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

We will use the FA's Volunteer Application Form (Appendix 1) to collect reference Information.

One reference needs to be from the applicant’s place of work and one that ideally demonstrates they have been involved in sport, working with children.

References must be followed up before they begin to work at the club. If either reference raises any concerns, we will contact our County FA Designated Safeguarding Officer for advice and guidance.

* 1. **STEP 6 – DISCLOSURE AND BARRING SERVICE (DBS) CHECKS**

We will establish if the role requires a Disclosure and Barring Service Enhanced Check by referring to FA Guidance Notes for Eligibility of Roles.

Applications for DBS Checks will be dealt with by one of the Clubs Welfare Officers.

If an applicant claims to have an FA DBS Enhanced Check we will clarify this via The FA’s Whole Game System to which our welfare officers have access.

Volunteers and others in football should be assured that The FA will consider 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.

* 1. **STEP 7 – RECRUITMENT DECISIONS**

In making recruitment decisions the club will consider all the information we receive including:

* The application form
* Confirmation of identity
* Outcome of the take-up of references
* Whether the person is accepted by the FA following their DBS Check.

This information must then be considered alongside the outcome of the meeting or interview to support us to make an informed decision as to whether or not to accept them into the club.

* 1. **STEP 8 – ONCE IN POST**

Once in post we will ensure new volunteers:

* Are clear about and have signed up to the role and its specific responsibilities;
* Are made aware of and sign up to the club/league’s Safeguarding Children Policy and Procedures and codes of conduct;
* Attend appropriate FA Safeguarding Children Training;
* Are supported in-post for the first few weeks.
* Are introduced to relevant club/league officials (and parents/carers when appropriate);
* Are encouraged to attended further training specific to their role, as appropriate.
1. **FURTHER INFORMATION**

If you require any further guidance relating to children and young people, please contact one of the Club Welfare Officers.

The FA’s Safer Recruitment guidance is available via: [Section 3 - safer recruitment and DBS Checks - Safeguarding | The Football Association (thefa.com)](https://www.thefa.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks)

**Appendix 1 –** Bromleians FC Volunteer Application Form

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| **PART A: PERSONAL DETAILS** |
| **Title:** | **Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐** |
| **Surname:** |  |
| **First name:** |  |
| **Any other names you/have been known by:** |  |
| **Date of Birth:** |  |
| **National insurance number:** |  |
| **Current Address:** |  |
| **Postcode:** |  |
| *If you have lived at your current address less than 5 years, please provide any previous addresses on an additional sheet of paper* |
| **Telephone – daytime:** |  |
| **Telephone – evening:** |  |
| **Mobile:** |  |
| **Email:** |  |

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| **PART B: EMPLOYMENT DETAILS** |
| **Current Job Title:** |  |
| **Name of Employer:**  |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone:**  |  |
| **Nature of Duties:** |  |

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| **PART C: PREVIOUS VOLUNTEER EXPERIENCE** |
| **Name of organisation (s):** |  |
| **Start Date:**  |  | **Finish Date: (if applicable)** |  |
| **Address:** |  |
| **Telephone:**  |  |
| **Nature of Duties:**  |  |
| **If you have any other relevant voluntary experience please use an additional sheet of paper:**  |

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| **PART D: QUALIFICATIONS** |
| **Academic/vocational, e.g. GCSE/NVQ:**  |  |
| **Sporting Qualifications:** |  |
| **Address:**  |  |
| **Are you an FA Licensed Coach? If yes, please provide your license number:**  |  |
| **Have you attended The FA Safeguarding Workshop?** | **Yes ☐ No ☐** |
| **Nature of Duties:**  |  |

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| **PART E: REFERENCES** |
| **Please provide the names and addresses of two people who know you well (but are not related) wo have knowledge of your work with children whom we can contact. You must have known these people for a minimum of two years.**  |
| **Names:**  |  |  |
| **Address:**  |  |  |
| **Telephone:** |  |  |
| **How is this person known to you?**  |  |  |

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| **PART F: DECLARATION** |
| **I confirm the information I have provided in support of my application is a complete and true record.** |
| **Signature:**  |  | **Date:**  |  |