



## POLICY AUDIT INFORMATION: SAFE RECRUITMENT POLICY

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## **HARTLEPOOL UNITED FOOTBALL CLUB**

### **SAFE RECRUITMENT POLICY – STAFF & VOLUNTEERS**

Hartlepool United Football Club fully supports the FA's Safeguarding Children Best Practice Guidelines. They have been developed to provide clubs with advice and guidance on the recruitment and choice of volunteers working with children and young people.

Any change to these guidelines will be notified via TheFA.com and in any relevant publications. The safety of children and young people is paramount in all our activities and this document has been designed to help ensure this is fully understood.

Hartlepool United Football Club is committed to providing a safe environment for children/young people under the age of eighteen. 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 staff/volunteer is looked to collaborate with them.

#### **INTRODUCTION**

The intentions of most people in football involving children and young people are good. However, Hartlepool United 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.

The club will take all reasonable steps to ensure unsuitable people are prevented from working with children and young people. In addition, the Club's selection processes must be always consistent and fair.

#### **PLANNING**

The first stage of any recruitment process involves planning. Club officials will draw up a role profile, which highlights the principal areas of an identified full time, part time or voluntary role. The Academy Manager will decide the skills and experience that an individual would need to fulfil the requirements of the role and draw up a person specification. Every applicant should be treated in a fair and consistent manner.

#### **ADVERTISING**

To attract new full-time, part-time staff/volunteers, it may be necessary to advertise outside the club itself, for example - on the clubs' websites, FA websites, EFL and other relevant advertising spots which are suitable. The advertisement should reflect the club 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 the completed application forms to collect information on each applicant. Each applicant's information is 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 especially important that club ask for identification documents to confirm the identity of the applicant – displaying a photograph.

#### **MEETING /INTERVIEW**



It is highly recommended that club officials meet with all applicants prior to any recruitment decisions being 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 earlier experiences and give examples of how they have or would manage situations. Whilst it is important to elicit information about an applicant's technical capabilities, it is also necessary to explore his or her attitudes and commitment to child welfare. Listed 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's courses.

## REFERENCES

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

The Volunteer Reference Form can be adapted for the club's use. One reference should be associated with the applicant's place of work and, if possible, one that proves that the individual has been involved in sport, particularly children's football, previously. References should be followed up prior to any offer of appointment being made. If the references raise any concerns this will be flagged with the club Senior Safeguarding Manager (SSM), Designated Safeguarding Officer (DSO) and recommended to contact The FA Child Protection Department for advice and guidance.

## SAFER RECRUITMENT FORM

It is important that all successful applicants offered a role in a full time, part time or voluntary capacity complete the electronic **SAFER RECRUITMENT FORM**. This link is emailed to the successful person and must be completed and all due diligence completed before commencing appointment (DBS, References, in date qualifications)

**Disclosure & Barring Service Checks (DBS)** are another essential tool in the recruitment procedure.

A DBS 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 needed – for example:

If the person has a history of drug dealing or racist offending. Potential employees and volunteers and others in football should be assured that The FA will consider the Rehabilitation of Offenders Act and only consider offences which are relevant to the care, supervision, and training of children.

The FA is not allowed to tell the club or County FA about the actual offending, so applicants can be assured of confidentiality. The FA will, however, tell the club and County FA whether the person is considered suitable to work with children.



Applications for DBS checks should be dealt with by the club's Designated Safeguarding Officer (DSO). If an applicant claims to have an FA DBS Unit Enhanced Disclosure, the club should seek advice from The FA DBS Unit or the Safeguarding Children website on how to proceed. The club always conduct their own new DBS check via the club safe recruitment policy.

Further information can be found at:  
[www.fachecks@TheFA.com](mailto:www.fachecks@TheFA.com)

## **RECRUITMENT DECISIONS**

The Club should consider all the information they receive via the application form, confirmation of identity, the outcome of the take-up of references and The FA CRC Unit Enhanced Disclosure. This information should then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether to accept the applicant into the club.

## **POST RECRUITMENT**

It is important that once a new employee / volunteer has been recruited, follow-up action is taken – for example:

- Ensuring that new member of staff is made aware of and sign up to the club's Safeguarding Children Policy and Procedures, Best Practice Guidelines, and any Codes of Conduct.
- Ensuring that any training needs are set up and actioned.
- Ensuring a statement of roles and responsibilities is prepared and making sure that this is agreed by the new volunteer.
- Initially, a period of supervision/observation or mentoring could be introduced to support the new volunteer.