

Ecclesfield Spartans Junior Football Club

Safer Recruitment Policy

Responsibility

The intentions of most people who work with children and young people in football are good. However, The FA 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. Ecclesfield Spartans FC undertake to ensure that all reasonable steps will be taken to ensure unsuitable people are prevented from working with children and young people. In addition, our volunteer selection processes will be consistent and fair at all times. The first stage in our recruitment process will be;

- 1. Planning** Using our role profile, which highlights the main areas of a voluntary role, we will look upon the skills and experience that an individual would need to fulfil the requirements of the role for example a team coach). As part of our recruitment process we will ensure that all applicants are treated in a fair and consistent manner.
- 2. Application Form** We will use an application form to collect information on each applicant. 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 scrutinised fairly and equitably. We will ask for identification documents to confirm the identity of the applicant – for example: a passport or driving license providing photo ID.
- 3. Meeting / Interview** Upon an applicant being successful we will arrange for you to meet with the executive committee. The meeting/interview will enable us a club to explore further the information provided in the application form. The questions to be asked will be prepared in advance and will provide the applicant with the opportunity to recount previous experiences and tell us a bit about themselves.
- 4. References** At least two references will 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. If this is not possible, then demonstrates that the individual is considered suitable to work with children.
- 5. Criminal Record Checks (CRCs)** CRC's are another tool in the recruitment procedure. with children. Applications for CRCs will be dealt with by the Club Welfare Officer. Until the completion of the DBS check no applicant will be able to begin or have any involvement with a team until the check has come back clear.

- 6. Once in post** It is important to us as a club 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 as required. A statement of their roles and responsibilities will be made available and that they are agreed to by the new volunteer. Initially, a period of supervision/observation or mentoring may be introduced to support the new volunteer. Coaches are also required to undertake the FA First Aid course and update this as required.

Contact Details:

Ecclesfield Spartans JFC

2 Monteney Gardens, Ecclesfield, Sheffield S5 9DY

E : secretary@spartans.football

Ecclesfield Spartans Junior Football Club

Volunteer Application Form

Position applied for

Part A: Personal Details

Title

Surname

Forename(s)

Date of Birth

Current Address

Contact Tel

Email

FAN No

Part B: Previous Volunteer Experience (if any)

Organisation Name

Dates: From

to

Role

Nature of duties

Ecclesfield Spartans JFC: Volunteer Application Form

Part C: References

Please provide the following information for two references (these must not be relatives and one ideally should be your employer).

Reference 1

Name	<input type="text"/>
Company	<input type="text"/>
Position	<input type="text"/>
Contact Tel	<input type="text"/>
Email	<input type="text"/>

Reference 2

Name	<input type="text"/>
Company	<input type="text"/>
Position	<input type="text"/>
Contact Tel	<input type="text"/>
Email	<input type="text"/>

For Club use

References received CRC OK Meeting/interview complete

Committee interviewers

Name	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Signed	<input type="text"/>	Signed	<input type="text"/>
Date	<input type="text"/>		

Yes No