



Vulcan Football Club

SAFE RECRUITMENT POLICY

Introduction

Vulcan Football Club and Liverpool FA are committed to providing a safe environment for children and young people under the age of eighteen. We fully recognise our responsibilities to safeguard the welfare of all young people by providing a safe and enjoyable learning environment. Where clubs and leagues recruit new members, all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. Please ensure you follow the steps below wherever possible.

Planning and Advertising

- Decide on the essential/desirable skills and experience required and create a role profile.
- Ask prospective volunteers to complete an application form
- Be explicit about your club's ethos and philosophies
- Reflect the club's commitment to safeguarding and equality
- Ensure more than one officer considers each application
- Request proof of identity

Interviewing

- Meet with each application prior to any decision. This can be an informal chat but establish in advance the questions you need to ask. These might include details of previous experience, any qualifications, why they want to volunteer at your club, and how they might handle difficult situations.
- Ensure there is more than one person present during the interview process

References

- Request two references from persons not related to the applicant. One may be football based, and the other a character reference from outside the game. It is important these are followed up. Should any references cause concern please contact your Club or County Welfare Office.

Criminal Records Checks

- The FA Criminal Record Check (CRC) is a vital tool in the recruitment process as it tells the FA if any applicant is barred from working with children, or has a relevant offending history that might make them unsuitable.
- All managers, coaches, their assistants, and club welfare officers must have an Accepted FA/CRC dated within the last three years. For advice on the eligibility of other roles please contact the Club Welfare Office.
- The FA will take into account the Rehabilitation of Offenders Act and only consider offences which are relevant to the care, supervision, and training of children. All applicants can be assured of full confidentiality in that the club is not informed of the details of any offending history
- An FA/CRC application should be completed by the applicant, and receive notification it has been “Accepted” **PRIOR** to having unsupervised access to children. The CRC application can be made via the club and will be made electronically.

The Appointment Decision

- Clubs should take into account all of the information received from the previous steps before making a decision as to recruitment.

Post-Appointment Decision

- Ensure qualifications claimed in the application process have been checked and substantiated
- Ensure the new volunteer has signed all relevant policies and codes of conduct and is fully aware of his or her responsibilities
- Any training needs are identified and addressing them is planned
- A period of supervision by an established colleague is arranged to ensure the volunteer is happy with the club, and vice versa.
- If the volunteer is a coach or manager, then completion of the FA Safeguarding Workshop and FA Emergency Aid Workshop should be viewed as priorities.

For further guidance on this, and other safeguarding related issues, policies and procedures can be found here;

<http://www.thefa.com/football-rules-governance/safeguarding/raising-awareness---downloads-section>