

Beacon Rangers Junior Football Club



**Safer Recruitment of
Volunteers
October 2017 v1**



Safer Recruitment of Volunteers

Responsibility

Beacon Rangers JFC recognises its responsibilities to safeguard the welfare of all children and young people participating in football by providing a safe and enjoyable environment. As a Club we have adopted the FAs best practice guidance for the Safer Recruitment of Volunteers.

1. Planning/Advertising

The skills and experience required and the duties to be undertaken by volunteers within the Club have been agreed by the committee. All parents/carers are invited to support the Club as volunteers. Volunteering opportunities are also shared at the annual AGM, within the clubs quarterly newsletter, adverts are posted within local festivals/events programmes & social media. If interest is expressed, an informal discussion with the chairperson is organised in the first instance to discuss the duties/roles. Our safer recruitment does not discriminate in terms of age, race gender or disability.

2. Application Form

Beacon Rangers has adopted The FA's Volunteer Application Form to ensure each applicant's information is collected in a consistent way. At least two officials from the committee will work together to consider all the application forms to ensure that they are scrutinised fairly and equitably. As a club we will also ask for identification documents to confirm the identity of the applicant – for example: a passport or driving licence providing photo ID.

3. Meeting

At least two officials will meet with everyone who has applied for the post or offered to volunteer before any decisions about taking them on are made. The meeting will enable club to explore further the information provided in the application form involving some prepared questions about the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations & to explore their attitudes and commitment to child welfare.

Sample questions:

- 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?'

If relevant, the club will also ask applicants to bring along certificates or other proof of any qualifications to the meeting, for example, a coaching certificate or proof of attendance at any safeguarding children courses.

4. References

At least two references will be requested from individuals who are not related to the applicant. The club has adopted The FA's Volunteer Reference Form. One reference will be associated with the

[TheFA.com/governance/safeguarding](https://www.thefa.com/governance/safeguarding)

We all have a part to play





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 will be followed up; ideally before volunteers begin to work at the club or league. Volunteers will not be left alone with children or young people until references have been checked and the DBS has been accepted by the FA.

5. Criminal Record Checks (CRCs)

CRC's are another tool in the recruitment procedure. A Disclosure and Barring Service Enhanced Check with or without Barred List, 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 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 should be dealt with by the Club Welfare Officer. If an applicant claims to have a DBS Enhanced check, the club will seek advice from The FA Criminal Records Body or check the Online Safeguarding Service via Member Services.

6. Recruitment Decisions

As a club we will consider all the information we receive 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 will then be considered alongside the outcome of the meeting to make an informed decision as to whether or not to accept an applicant into the club.

7. Once in post

When a volunteer is in post they will be directed to our web page to ensure they are aware of and sign up to the club's Safeguarding Children policy and procedures, best practice guidelines, codes of conduct and other key policies.

As a club we will endeavour to ensure volunteers attend The FA's Safeguarding Children Workshop or if this isn't possible, a session on Safeguarding with the club Welfare Officer

The volunteer will be clear on their roles and responsibilities & are agreed to by the new volunteer (written copy) & initially, a period of supervision/observation or mentoring maybe be introduced to support the new volunteer

8. 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 County FA Welfare Officer.
- Contacts FA Criminal Records Body (FA CRB): E: FAchecks@TheFA.com
- T: 0845 210 8080
- TheFA.com/governance/safeguarding