



CATERHAM PUMAS YFC
JOLIFFE PLAYING GROUND
FOX LANE
CATERHAM CR3 5QS



Selection & Recruitment Policy

The intentions of most people who work with children in football are good. However, as part of football's commitment to provide safe and enjoyable environments, sound recruitment and selection procedures are essential. In light of this, Caterham Pumas YFC have devised this policy to ensure all reasonable steps are 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.

ROLE PROFILE

- Describe the main tasks and responsibilities;
- Identify the skills and experience required to fulfil the role;
- Ensure the final role profile is agreed by the club committee.

ADVERTISING

- Ensure club members are aware of volunteering opportunities, as well as advertising outside the club;
- Make use of club websites/ newsletters/e-zine, social media e.g. Twitter/club Facebook page, local sports hall and school notice boards;
- Ensure the advert reflects the club Safeguarding Children Policy, details the skills/experience required and the duties to be undertaken;
- Do not discriminate in terms of age, race gender or disability.

MEETING/INTERVIEW

- Club officials need to meet/ interview everyone who has offered to volunteer; more than one official must be present;
- 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. Below are some suggested questions to ask:

– Can you 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 e.g. 'It's a winter evening and training 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/carers to find out where they were.

'Is there anything we should know that could affect your suitability to work with children or young people?'



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REFERENCES

- Where possible at least two references can be requested from individuals who are not related to the applicant;
- 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;
- Such references can be followed up before they begin to work at the club. If either reference raises any concerns, you are advised to contact your County FA Designated Safeguarding Officer for advice and guidance.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

- Establish if the role requires a Disclosure and Barring Service Enhanced Check by referring to Guidance Notes 3.5: Eligibility of Roles.
- Applications for DBS Checks need to be dealt with by the club welfare officer(s);
- If an applicant claims to have an FA DBS Enhanced Check, this can be clarified via The FA's Whole Game System to which your welfare officer will have access;
- To find out more about DBS Checks see <http://www.thefa.com/football-rules-governance/safeguarding/section-3-safer-recruitment-and-dbs-checks>; – Guidance Notes 3.3: Getting Disclosure and Barring Service (DBS) Check; – Guidance Notes 3.6: Getting a DBS Check Online; – Guidance Notes 3.7: FA Disclosure and Barring Checks – FAQs.

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.

RECRUITMENT DECISIONS

- Consider all the information you receive via:
 - i. Confirmation of identity;
 - ii. Outcome of the take-up of any references; iv.
 - iii. Whether the person is accepted by The FA following their DBS Check.
- This information should then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept them into the club.

ONCE IN POST

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's Safeguarding Children Policy and Procedures and codes of conduct;



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- Attend appropriate FA Safeguarding Children Training;
- Are supported in-post for the first few weeks. This may simply be via observation or more pro-active mentoring;
- Are introduced to relevant club officials (and parents/carers when appropriate);
- Are encouraged to attend further training specific to their role, as appropriate.

It's important to recognise that volunteers may have limited relevant experience but can offer transferable skills, enthusiasm, an appetite to learn and an understanding of the ethos and behaviours required at our club. Investing time and energy in supporting committed individuals to gain experience and skills is often the way to find much-needed volunteers.