

## The Bud Evans DB Sports U18 League

### Volunteer Recruitment Policy



#### **Introduction**

This recruitment policy document is set out using the guidelines in the FA Safeguarding Children in Football Policy and Procedures <http://www.thefa.com/football-rules-governance/safeguarding>

The Bud Evans DB Sports U18 League is committed to providing a safe environment for every child or young person, defined as any person under the age of 18, who plays or participates in football. This is the responsibility of everyone involved in football.

The Bud Evans DB Sports U18 League recognises its responsibilities in safeguarding the welfare of all children and young people participating in football and the importance of sound recruitment and selection procedures.

This recruitment policy applies to all individuals working or volunteering with children or young people regardless of whether they are in regulated activity or not.

#### **Advertising & Planning**

In order to attract new volunteers it may be necessary to advertise outside the League itself. Any advertisements will reflect The Bud Evans DB Sports U18 Leagues Safeguarding Policy and contain the skills and experience required and the duties to be undertaken. The Bud Evans DB Sports U18 League will provide a role description and job description as appropriate.

#### **Application Forms**

In order for information to be collected in a consistent way all volunteers will be required to complete a "Volunteer Application Form". Application forms will be considered by no fewer than two committee members including a League Welfare Officer to ensure a fair and equitable scrutiny is completed. It will be necessary for applicants to produce original documentation to prove identity, i.e. passport, driving licence

#### **Meeting/Interview**

All applicants will be invited to attend a meeting prior to any recruitment decisions being made. A minimum of two League officials will be present at the meeting including a League Welfare Officer. The meeting will enable the club to explore further the information provided in the application form. The questions to be asked will be prepared in advance of the meeting and will provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations.

#### **References**

On receipt of a volunteer application form at least two references from individuals who are not related to the applicant will be requested. One reference should be associated with the applicant's place of work and if possible one which demonstrates the individual has been involved in sport, particularly children's football previously.

References will be followed up prior to any offer of appointment being made.

Any concerns raised will be reported to the FA Safeguarding Children department for advice and guidance.

### **CRC Checks**

Criminal Record Checks will be requested as per The FA'S Regulations.

### **Recruitment Decisions**

The League will consider all information received via the application form, confirmation of identity, the outcome of the take up of references and the FA CRC. This information will then be considered alongside the outcome of the meeting and an informed decision made as to whether applicants are accepted onto the League committee.

### **Post Recruitment**

After volunteers have been recruited action as below will be taken:

1. Any qualifications will be substantiated, e.g. requesting photocopies of certificates
2. New volunteers will be made aware and asked to sign up to the Leagues Safeguarding Children Policy, best practice guidelines and any codes of conduct.
3. Training needs will be established and actioned
4. A period of supervision/observation/mentoring will be provided to support the new volunteer

DH 14<sup>th</sup> May 2017

Review 14<sup>th</sup> May 2019