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**RESPECT**

The ArcOframe Stadium, Ruskin Drive Sports Village, St Helens, WA10 6RP

## Selection and Recruitment Policy

**This selection and recruitment policy sets out the principles, practices and procedures for both workforce and volunteer involvement in Pilkington Football Club (the “Club”). The policy is endorsed by the Club’s board of directors and is reviewed annually to ensure that it remains appropriate to the Club’s needs and those of its workforce and volunteers.**

The Club recognises that volunteering involves spending time, unpaid, doing something that benefits the Club and the local community and that this must be a choice freely made by each individual. The Club also recognises that, whilst volunteers may have limited relevant experience, they can offer transferable skills, enthusiasm, an appetite to learn and an understanding of the ethos and behaviours required at the Club that can make an appropriate and significant contribution to the Club’s work. The Club values the contribution made by volunteers and is committed to investing time and energy in supporting and encouraging committed individuals to gain experience and skills in appropriate positions.

The Club has an active juniors’ section and recognises that the intentions of most people who work with children and young people in football are good. However, in line with the Club’s commitment to provide a safe and enjoyable environment, it recognises its responsibility to follow sound recruitment and selection procedures to help to screen out those who are not suitable.

When the Club recruits new members, 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.

The Club’s selection and recruitment processes are consistent and fair at all times and, in line with the Club’s Equality Policy, are open to all sections of the community and free from discrimination. The Club seeks to ensure that selection is based solely on the individual merits of the candidates and on selection criteria relevant to the post.

### 1. Planning

The first stage of any recruitment process involves planning. The Club’s officials will draw up a role profile, which highlights the main areas of an identified voluntary role. The Club will also decide upon the skills and experience that an individual would need to fulfil the requirements of the role. The Club’s recruitment process has been developed in such a way that we treat every applicant in a fair and consistent manner.

### 2. Advertising

The Club will ensure that existing members of the Club are aware of all vacancies or opportunities, however in order to attract new recruits or volunteers it may be necessary for the Club to advertise outside the Club, for example – by utilising the Club’s website, newsletter, social media channels (e.g. Twitter and/or Facebook), on a sports hall notice board, a local school, shop/community hall or newspaper. Any such advertisements will reflect the Club’s Safeguarding Children Policy (where relevant) and contain information relating to the skills and experience required as well as the duties to be undertaken, but will not discriminate in terms of age, race, gender or disability.

### 3. Application Form

The Club uses an application form to collect information on each applicant. The Club’s application form ensures that each applicant’s information is collected in a consistent way. More than one Club official will consider all the application forms to ensure that they are scrutinised fairly and equitably. The Club will also ask for identification documents to confirm the identity of the applicant, for example a passport or driving licence providing photo ID.



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#### 4. Meeting / Interview

The Club will meet with all applicants before any recruitment decisions are made. More than one Club official will be present at that meeting. The meeting/interview will enable the Club to explore further the information provided in the application form. The questions to be asked will have been prepared in advance and will provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations. Whilst it is important to gain information about an applicant's technical capabilities, the Club will also explore an applicant's attitude and commitment to child welfare.

#### 5. References

The Club will ask for at least two references 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. References will be followed up before any offer of appointment is made. If the references raise any concerns, the Club is obliged to contact its County FA Designated Safeguarding Officer for advice and guidance.

#### 6. Disclosure and Barring Service ("DBS") Checks

By law, The FA and the Club are obliged to do all that they can to prevent people who are barred from working with children from becoming involved in football with under-18s. DBS checks are another tool in the recruitment procedure available to the Club to assist it in meeting this obligation.

The FA DBS Enhanced Check tells The FA if a person is barred. It also helps The FA to make informed recruitment decisions about the suitability of people with a criminal record who are seeking to have a role in football working or volunteering with under-18s.

*Who Needs a Check?*

The Club follows The FA's strict rules about who needs a check and the Club will not check people who do not require one. Those people that the Club will require a check for are everyone aged 16 years or over who undertakes any unsupervised role with children, including the following:

- Team managers, coaches and their assistants working with under-18 players, including those working in open-age adult football with 16/17 year-old players
- Regular first aiders working with under-18s
- Appointed Club drivers where the driver is alone with under-18s as part of their driving responsibilities
- Club welfare officers
- Under-18 chaperones
- Referees of under-18 team matches

This does not include managers and coaches involved solely in open age football where there are no under-18 players in their teams; parent helpers that are not coaching or supervising; parents driving their own or other children to/from matches or training; or Club officials who only undertake administrative roles.

The Club's welfare officer will handle all requirements for DBS checks.

Further information about DBS checks can be found in the Club's DBS Checks Information document on the Club's website.

#### 7. Recruitment Decisions

The Club will consider all the information it receives 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 DBS check. This information will then be considered alongside the outcome of the meeting/interview to make an informed



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decision as to whether or not to accept the applicant into the Club.

## 8. Once in post

The Club will ensure that all new recruits and volunteers:

- are clear about and have signed up to the role and its specific responsibilities;
- are aware of and, where relevant to the role, sign up to the Club's Safeguarding Children Policy and codes of conduct;
- 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.

The Club recognises the rights of recruits and volunteers to:

- know what is (and is not) expected of them;
- have adequate support in their role;
- receive appreciation;
- have safe working conditions;
- be insured;
- know their rights and responsibilities if something

goes wrong;

- receive appropriate training;
- be free from discrimination; and
- be offered the opportunity for personal development.

The Club expects recruits and volunteers to:

- be reliable;
- be honest;
- respect confidentiality;
- make the most out of training and support opportunities;
- carry out tasks in a way that reflects the aims and values of the Club;
- work within agreed guidelines;
- respect the work of the Club and not bring it into disrepute; and
- comply with the Club's policies, practices and codes of conduct.

## 9. Records

The Club will maintain minimum details on volunteers. This will include the application form, references, emergency contact details, correspondence and any other relevant information in accordance with the Club's Privacy Policy.



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## Application Form

Position applied for: \_\_\_\_\_

### Part A: Personal Details

Title: Mr, Mrs, Miss, Ms, other: \_\_\_\_\_

Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

Any other names you are/have been known by: \_\_\_\_\_

Date of birth: \_\_\_\_\_

National insurance number: \_\_\_\_\_

Current residential address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

*If you have lived at your current address for less than 5 years, please provide any previous addresses on an additional sheet of paper.*

Telephone - daytime: \_\_\_\_\_ evening: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

### Part B: Employment Details

Current job title: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Nature of duties: \_\_\_\_\_

\_\_\_\_\_



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### Part C: Previous Volunteer Experience

1. Name of organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Start date: \_\_\_\_\_ Finish date (if applicable): \_\_\_\_\_

Nature of duties: \_\_\_\_\_

2. Name of organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Start date: \_\_\_\_\_ Finish date (if applicable): \_\_\_\_\_

Nature of duties: \_\_\_\_\_

3. Name of organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Start date: \_\_\_\_\_ Finish date (if applicable): \_\_\_\_\_

Nature of duties: \_\_\_\_\_

*If you have any other relevant voluntary experience, please use an additional sheet of paper.*



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#### Part D: Qualifications

Academic / vocational, e.g. GCSE/NVQ \_\_\_\_\_

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Sporting qualifications: \_\_\_\_\_

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Are you an FA Licensed Coach? \_\_\_\_\_

*If yes, please also provide your Coach License number:*

Have you attended The FA Safeguarding Workshop? Yes / No

#### Part E: References

Please provide the names and addresses of two people who know you well (but are not related) who have knowledge of your work (with children, where relevant) whom we can contact. You must have known these people for a minimum of two years.

##### Referee 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

How is this person known to you? \_\_\_\_\_

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Referee 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

How is this person known to you? \_\_\_\_\_

\_\_\_\_\_

**Part F: Declaration and Signature**

I confirm the information that I have provided in support of my application is a complete and true record.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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