



**Bovingdon Football Club  
Green Lane, Bovingdon  
Recruitment Policy**

## **Introduction**

The intentions of most people who work with children and young people in football are good. However, Bovingdon Football Club ("BFC") recognises its responsibilities to safeguard the welfare of all children and young people participating in football by providing a safe and enjoyable environment. Sound recruitment and selection procedures help to screen out those who are not suitable. By adopting the points outlined in these guidelines, we put in place the best possible practice to protect children and young people whenever a volunteer is sought to work with them. When BFC recruit new members, all reasonable steps are taken to ensure unsuitable people are prevented from working with children and young people. In addition, our Club's volunteer selection processes is consistent and fair at all times.

## **Planning**

BFC have drawn up a role profile, which highlights the main areas of a voluntary role, and any skills and experience that an individual would need to fulfil the requirements of the role. BFC's recruitment process is developed in such a way that it treats every applicant in a fair and consistent manner.

## **Advertising**

In order to attract new volunteers it may be necessary to advertise outside the club itself, for example - utilising the club website, newsletter, social media (e.g. Twitter, club Facebook page), local school. The advertisement will reflect BFC's Safeguarding Children Policy and it will contain the skills and experience required and the duties to be undertaken. It will not discriminate in terms of age, race gender or disability.

## **Application Form**

BFC use an application form (Annex A) to collect information on each applicant. Each applicant's information is then collected in a consistent way. At least two BFC officials will work together to consider all the application forms to ensure that they are scrutinised fairly and equitably. We will ask for identification documents to confirm the identity of the applicant – for example: a passport or driving license providing photo ID.

## **Meeting / Interview**

At least two BFC officials meet with everyone who has applied for the post or offered to volunteer before any decisions about taking them on are made. The meeting/interview will enable BFC to explore further the information provided in the application form. The questions will be 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.

## **References**

At least two references will be requested 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; ideally before they begin to work at the club or league, however BFC may decide to let them volunteer before taking up the role but they will not be left alone with children or young people at any time. If the references raise any concerns, BFC will contact The FA Safeguarding Children Department for advice and guidance.

## **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. BFC will only be told whether or not a person is considered suitable to work with children. Applications for CRCs will be dealt with by our Club Welfare Officer. If an applicant claims to have a DBS Enhanced check, we will seek advice from The FA CRB or check the Online Safeguarding Service via Member Services.

## **Recruitment Decisions**

BFC considers 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

is then considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept them into the BFC.

### **Once in post**

BFC will ensure:

- new volunteers are made aware of and sign up to the club's Safeguarding Children policy and procedures, best practice guidelines and codes of conduct
- new volunteers attend The FA's Safeguarding Children Workshop and Emergency first aid workshop or it's approved equivalent supported by a the FA's bridging document (or refresh if applicable)
- Provide the volunteer with a statement of their roles and responsibilities
- Initially oversee a period of supervision/observation or mentoring to support the new volunteer

The volunteer must:

- Commit to 12 months of regular volunteering
- Agree that any money paid out by BFC on training the volunteer herein (including but not limited to, coaching courses, first aid courses and child safeguarding courses), is repayable to BFC, within 28 days of leaving, by the volunteer, should the volunteer fail to complete 12 months of regular volunteering.

**BFC VOLUNTEER APPLICATION FORM**

Position applied for:

**Part A: Personal Details**

Title: Mr Mrs Miss Ms Other

Surname:

First name:

Any other names you are/have been known by:

Date of Birth:

National Insurance Number:

Current 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.

Phone Day:

Evening:

Mobile:

Email:

**Part B: Employment Details**

Current Job Title:

Name of Employer:

Address:

Postcode:

Telephone:

Nature of Duties:

**Part C: Previous Volunteer Experience**

Name of Organisation(s):

Start Date:

Finish Date (If applicable):

Address:

Telephone:

Nature of Duties:

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

Part D: Qualifications Academic/vocational, e.g. GCSE/NVQ:

Sporting Qualifications:

Are you an FA Licensed Coach? If yes please provide you Coach License number:

Have you attended The FA Safeguarding Workshop?      Yes      No

### **Part E: References**

Please provide the names and address of two people who know you well (but are not related) who have knowledge of your work with children who we can contact. You must have known these people for a minimum of 2 years.

Name:

Address:

Telephone:

How is this person known to you?

Name:

Address:

Telephone:

How is this person known to you?

### **Part F: Applicant Declaration**

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

Signature:

Date:

This form can be completed online and emailed directly to the club. Alternatively please print off the form and complete clearly using block capitals.