
Selection and Recruitment

Sparta FC aspires to have safer recruitment of volunteers. The intentions of most people who work with children and young people in football are good. However, Sparta FC 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 will help to screen out those who are not suitable. By adopting the points outlined in these guidelines, we will be putting in place the best possible practice to protect children and young people whenever a volunteer is sought to work with them.

When Sparta FC recruit new members, all reasonable steps will be taken to ensure unsuitable people are prevented from working with children and young people. In addition, our volunteer selection processes will be consistent and fair at all times. These guidelines have special emphasis on recruiting volunteers to work within our club with children and young people, they could easily be applied to recruitment of all volunteers, as well as paid staff.

1. Planning

Sparta FC officials need to draw up a role profile, which highlights the main areas of a voluntary role. We will also decide upon the skills and experience that an individual would need to fulfill the requirements of the role.

Sparta FC's recruitment process will be developed in such a way that they treat every applicant in a fair and consistent manner.

2. Advertising

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), sports hall notice board, local school, may also be beneficial. The advertisement will reflect the club's Safeguarding Children Policy and it will contain the skills and experience required and the duties to be undertaken. However, it should not discriminate in terms of age, race gender or disability.

3. Application Form

Sparta FC will use application forms to collect information on each applicant. Each applicant's information is then collected in a consistent way. The whole club committee will work together to consider all the application forms to ensure that they are scrutinised fairly and equitably. It is very important that Sparta FC will also ask for identification documents to confirm the identity of the applicant – for example: a passport or driving license providing photo ID.

4. Meeting / Interview

Sparta FC club officials will meet with everyone who has applied for the post or offered to volunteer before any decisions about taking them on are made. More than one official should be present. The meeting/interview will enable the club to explore further the information provided in the application form. The questions to be asked 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. Whilst 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.

5. 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 before they begin to work at the club. If we decide to let them volunteer before taking up the role then they will not be left alone with children or young people at any time. If the references raise any concerns, we will contact The FA Safeguarding Children Department for advice and guidance.

6. 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 will be dealt with by the Club Welfare Officer. If an applicant claims to have a DBS Enhanced check, the club should seek advice from The FA CRB or check the Online Safeguarding Service via Member Services.

7. Recruitment Decisions

It's important to 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/interview to make an informed decision as to whether or not to accept them into the club.

8. Once in post

It is important that once a new volunteer is at the club, follow up action is taken – for example:

- ensuring that 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
- ensuring that they attend The FA's Safeguarding Children Workshop, or that they update this
- a statement of their roles and responsibilities is prepared and that they are agreed to by the new volunteer
- initially, a period of supervision/observation or mentoring could be introduced to support the new volunteer