

## GIRLS UNITED FOOTBALL ASSOCIATION

### STAFF RECRUITMENT PROCESS AND SAFE STEPS

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. When the club recruits new staff members, all reasonable steps must be 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. Consistently following these eight steps will help ensure fair and safer recruitment across the game. We will always adhere to these guidelines when recruiting new staff members.

#### STEP 1 – 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.

#### STEP 2 – ADVERTISING

- Ensure club members are aware of career opportunities, as well as advertising outside the club;
- Make use of club websites/ newsletters, social media e.g. Twitter/club Facebook page, local sports hall and school notice boards;
- Ensure the advert reflects Girls United's 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 (for more information see the equal opportunities monitoring form).

#### STEP 3 – APPLICATION FORM

- Use a consistent application form and process, adhering to guidance from the FA;
- At least two officials must be involved in considering the application forms;
- Official photo identification documents must be seen to confirm the identity of the person e.g. passport, driving licence, bus/train pass or other relevant identification.

#### STEP 4 – MEETING/INTERVIEW

- Club officials need to meet/ interview everyone who is being considered for a role; more than one official must be present, or the interviewee should be assessed by more than one official;
- 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?'

- The applicant should provide details of previous positions held that prove their suitability for the role, showing necessary experience, with reliable references;

#### STEP 5 – REFERENCES

- At least two references must be requested from individuals who are not related to the applicant;
- One reference needs to be from the applicant's previous place of work and one that ideally demonstrates they have been involved in sport, working with children;
- References should not be from family members, or anyone considered a close personal contact to the applicant
- References must 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.

#### STEP 6 – DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

- Establish if the role requires a Disclosure and Barring Service Enhanced Check
- Applications for DBS Checks need to be dealt with by the welfare officer (Amelia Lampitt);
- If an applicant claims to have an FA DBS Enhanced Check, this can be clarified via The FA's Whole Game System to which the welfare officer will have access;
- Ensure that the applicant has the correct DBS and CRC checks in place before accepting them for employment, if they are necessary for the role.

#### STEP 7 – RECRUITMENT DECISIONS

- Consider all the information we receive via: i. The application form; ii. Confirmation of identity; iii. Outcome of the take-up of references; iv. 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 or league.
- Make sure to discuss your decision with other members and staff to maintain a good working environment for everyone.

## STEP 8 – ONCE IN POST

Ensure new staff:

- 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;
- 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/league officials (and parents/carers when appropriate);
- Are encouraged to attend further training specific to their role, as appropriate.
- Are welcomed to the team and feel comfortable in their role.