

Appendix 8



West Hallam Junior Football Club Recruitment and Selection of Volunteers - Guidelines

West Hallam Junior Football Club is committed to providing a safe environment for children and young people under the age of 18. The club will follow the guidelines developed by the Football Association on the recruitment and selection of volunteers working with children and young people. All reasonable steps will be taken to ensure that unsuitable people are prevented from working with children and young people. The guidelines below outline the methods the club will use to assist with their recruitment choices.

Stage 1 - Planning

- ◁ The club will draw up a Job Description for each post identified
- ◁ A Person Specification will also be prepared highlighting the skills and experience needed to fulfil the post.

Stage 2 - Advertising

- ◁ The post will be advertised in the local community centres and schools. Occasionally a post may be advertised in the local press. Whatever method of advertising is used there will be a statement that reflects the club's Child Protection Policy. The advertisement will not discriminate in terms of age, race, gender or disability.

Stage 3 - Application Form

- ◁ The club will use application forms to collect information about applicants for voluntary posts. This will ensure consistency of approach.
- ◁ Applicants will also be asked to confirm their identity through their passport or driving licence
- ◁ A minimum of two club committee members will look at the applications to ensure fairness.

Stage 4 - Meeting/Interview

- ◁ A short meeting will be held with applicants to explore further the information contained in the application form
- ◁ A minimum of two club committee members will be present to ask questions at the meeting
- ◁ Questions to the applicant will be prepared in advance of the meeting.

Stage 5 - References

- ◁ Applicants will be asked to provide two references from individuals who are not related to them before any appointment is made. If possible the references should demonstrate that the individual has experience of working with children or young people.

Stage 6 - Criminal Record Bureau (CRB) Disclosures

- ◁ The club will carry out a CRB check through the Football Association as a final check in the recruitment process. This will confirm whether the applicant is a suitable person to work with children and young people.