



SAFER RECRUITMENT OF VOLUNTEERS IN GRASSROOTS FOOTBALL

LEFC recognises its responsibilities to safeguard the welfare of all children and young people participating in football by providing a safe and enjoyable environment. Following these recruitment and selection procedures will help to screen out those who are not suitable and put in place the best possible practice to protect children and young people whenever a volunteer is sought to work with them. In addition, a LEFC's volunteer selection processes must be consistent and fair at all times.

1. Planning.

The first stage of the recruitment process involves planning. LEFC's officials need to draw up a role profile, which highlights the main areas of the role. They should also decide upon the skills and experience that an individual would need to fulfill the requirements of the role. A LEFC recruitment process is intended to ensure that every applicant is treated in a fair and consistent manner.

LEFC recognises that the most effective method of recruitment when a need for additional coaches has been identified has been to seek recruitment from a parent known to him /her who they think might be suitable.

- a) *If such a parent is identified, the senior coach in that age group asks that parent to assist him or her in a minor role under direct supervision from the senior coach and observe whether the attitude to and relationship the parent engenders with the children in that age group is positive and in line with the club ethos.*
- b) *If and only if the senior coach is happy with what they have seen, and has had a discussion with the prospective parent about what the task of being an assistant coach involves, including appropriate guidelines, and the parent is willing to follow those guidelines then that coach requests that the club secretary or the academy manager to ask the Club Welfare Officer to start a CRC check. When the CWO meets the prospective parent the guidelines and responsibilities being an assistant coach are discussed again.*
- c) *The new assistant coach once CRC clearance has been obtained will be able to start working with the squad alongside other established coaches and won't be permitted to work on their own until the senior coaches are satisfied that there are no grounds for any concern and will seek authorization from the Academy Manager or the Club Secretary for this to happen..*

Should a post need to advertised

2. Advertising



SAFER RECRUITMENT OF VOLUNTEERS IN GRASSROOTS FOOTBALL

Although many volunteers are parents who wish to become more involved in the club may be necessary to advertise externally, via the club website, newsletter, the church / social media or local schools

The advertisement should reflect the club's Safeguarding Children Policy and it should contain the skills and experience required and the duties to be undertaken. However, it should not discriminate in terms of age, race, religion, gender or disability.

3. Application Form

The LEFC application form, modeled on the FA's Volunteer Application Form should be issued to collect information on each applicant so each applicant's information is collected in a consistent way.

At least two officials should work together to consider all the application forms to ensure that they are scrutinised fairly and equitably. LEFC will also ask for identification documents to confirm the identity of the applicant e.g. passport and driving licence or photo ID.

4 Meeting/ Interview

It is highly recommended that club officials meet with everyone who has applied or volunteered for posts before any decisions about offering them a role is made.

More than one official should be present. The meeting/interview will enable the club or league to explore further the information provided in the application form. The questions to be asked should be prepared in advance and should 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. Below are examples of questions that could be used to discover this information:

- 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. For example: 'It is a winter evening and the training session 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 to find out where they were.

Published date 2019

Review Date 2021