



BWFC Academy Safer Recruitment Policy

Reference: Bolton Wanderers Football Club Safer Recruitment Policy 2018

SAFER RECRUITMENT POLICY INTRODUCTION

The safe recruitment of staff in Football Academies is the first step to safeguarding and promoting the welfare of children in Football. BWFC Academy is committed to safeguarding and promoting the welfare of all young people in its care. As an employer, BWFC expects all staff and volunteers to share this commitment.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse young people or are otherwise unsuited to working with them by having appropriate procedures for appointing staff. The aims of the Academy's recruitment policy mirror those for the Club as a whole and are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2018 (KCSIE) to be replaced September 2019, the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); Premier League and EFL.

and

- to ensure that the Academy meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. The Academy has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job.

The recruitment and selection process should ensure the identification of the best candidate based on the application form and on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2018 and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. The Academy aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at BWFC Academy.

Advertisement of Posts

All posts at BWFC Academy will be advertised through the FA, EFL and the appropriate professional body for the required position, where applicable (E.g. Football Medic). Adverts will make clear the Academy's commitment to safeguarding and promoting the welfare of children and will include that the post is subject to a DBS check and follow the clubs general procedures.

Who requires a DBS check?

In line with the Safeguarding Policy, 'regulated activity' is defined as follows:

Teaching, training, instructing, caring for or supervising children or providing advice on well-being or driving only for children.

The above happens frequently (once a week or more) or happens intensively on 4 or more days in a 30 day period, or overnight.

The individual carrying out the activity of teaching, training instructing is unsupervised

All staff and volunteers having access to and working with children and young people are required to supply references and carry out a DBS.

All applications will be vetted by the Head of the appropriate department (e.g. coach roles-Head of Academy Coaching) the Academy Manager and at least one other member of the Academy Management Team. The above will then select a shortlist of applicants to be invited to interview. This will be via telephone and email detailing the date, time and venue for the interview and documents required to be submitted.

Interviews

There will be a face-to-face interview, for the vacant position.

Recruitment Panel

There will be a minimum of three members of the panel including the Head of appropriate department, and two others from the Academy Management Team.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable. A number of safeguarding questions will be included in the interview. (See sample questions in Club Safer Recruitment document)

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken.

Final selection

The panel will select the successful candidate for the post based on their qualifications for the post, application form, any accompanying CV and the result of the interview.

Offer of Appointment

In line with KCSIE recommendations the Academy will carry out a number of pre-employment checks in respect of all employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating BWFC's standard terms and conditions of employment;
- verification of the applicant's identity (if not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the Academy considers to be satisfactory;
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the Academy considers to be satisfactory;
- (where the applicant has a DBS from a current employer, they can start work in a supervised capacity only until a new DBS is received);
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the Academy deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified).

Induction

Following appointment new employees will follow the Clubs induction process in which safeguarding forms a key element. This element will be conducted by the Academy DSO and will take place as soon as possible or within a maximum two weeks after appointment.

S.E
Academy DSO

To be reviewed July 2020