Bath City Football Club

Safer Recruitment Policy

Implementation Date:	**3rd February 2025**
Agreed By:	**Jane Jones/BCFC Board**
Next Review Date:	**3rd February 2026**

Policy Statement
Bath City FC is committed to promoting the welfare of all children and adults who use and interact with the Clubs' services and for keeping them safe.

In line with the equal opportunities policy, (Bath City FC is committed to equality, valuing diversity, and working inclusively across all its activities – and this applies also to the selection, recruitment and induction of new staff and volunteers.

It is recognised that some clubs are in the fortunate position to be able to employ staff. While these guidelines have special emphasis on recruiting volunteers to work with children and young people, they should also be applied to recruitment of paid staff.

What is Safer Recruitment?
Safer Recruitment is a process designed to protect children's and adults at risk welfare at every point, by supporting those leading an employment process to identify and deter or reject individuals from jobs or opportunities if they are deemed to not be suitable to work with children and adults at risk.

Every employer requires a recruitment policy in place to ensure job applicants are considered equally and fairly, and are not discriminated against based on their race, nationality, ethnicity, religion, gender, sexual orientation, marital or civil partner status, disability, or age. Safer Recruitment takes this further.

Safer Recruitment pre-employment checks make sure that applicants' references have been cross-checked and that they have proof of identity. It also ensures that criminal convictions have been declared and that candidates have an up-to-date DBS certificate prior to employment.

Why is Safer Recruitment Important?
Safer recruitment practices are a key part of creating safe environments for children and adults at risk. By ensuring the safety of the staff and volunteers that work in places like football clubs and associated Community Club Organisations the people that need to be safeguarded have access to places where they can feel confident that they will be safe from harm.

It is also important to establish safer recruitment standards and procedures because it is one of the most effective ways of preventing abuse or mistreatment in a variety of institutions.

Our safer recruitment process demonstrates that (Insert club name) are committed to keeping the people in our football club safe.

The FA's Policy on DBS Checks
As part of our safeguarding children strategy, The FA requires those working in eligible roles with children and young people to undertake a DBS Enhanced Check. This is in line with legislation and government guidance and is standard practice.

The FA provides the framework and guidance for DBS Checks in football. The leagues and clubs must implement this to ensure those required to have DBS Checks done have them.

Where the DBS Check highlights relevant information, this is investigated further by the FA and a risk assessment is carried out to establish whether they will be accepted to work with children and young people in football.

Activities that require a DBS Check

Not everyone is eligible for an enhanced DBS check. The FA does not determine who is eligible, this is governed by legislation and government guidance and depends on the tasks that are due to be undertaken within a given job role. In brief this means a DBS Check is required for anyone aged 16 years or over who undertakes any potentially unsupervised roles working directly with children and young people under the age of 18.

These activities include managing, training, coaching, and supervising as well as giving advice or guidance on wellbeing, caring for children, or driving a vehicle solely for children on behalf of a club or organisation. All coaches and managers working directly with under-18 players must hold a current, FA-accepted DBS Check.
As of 2024 this includes managers/coaches who operate in the Open Age Game where they have U18 players.

What are 8 Steps to Safer Recruitment?

Steps	What do we need to do?
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/league committee.
Step 2 - Advertising	• Ensure club/league members are aware of employment/volunteering opportunities, as well as advertising outside the club/league; • Make use of club/league websites/ newsletters/e-zine, social media e.g. Twitter/club Facebook page, local sports hall, and school notice boards; • Ensure the advert reflects the club/ league'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.
Step 3 – Application Form	• Require the completion of an Application Form, such as the version attached – see appendix; • 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.
Step 4 – Meeting/Interview	• Club/league officials need to meet/ interview everyone who has offered to volunteer; more than one official must be present; • 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.
Step 5 - References	At least two references must be requested from individuals who are not related to the applicant. These can be detailed on the application form.

	• One reference needs to be from the applicant's place of work and one that ideally demonstrates they have been involved in sport, working with children; • References must be followed up before they begin to work at the club/league. 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 by referring to FA Guidance Notes 3.5: Eligibility of Roles. • Applications for DBS Checks need to be dealt with by the welfare officer; • If an applicant claims to have an FA DBS Enhanced Check, this can be clarified via The FA's Whole Game System to which your welfare officer will have access.
Step 7 – Recruitment Decisions	• Consider all the information you 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 to accept them into the club or league.
Step 8 – Once in Post	Ensure new employees / volunteers: • Are clear about and have signed up to the role and its specific responsibilities; • Are made aware of and sign up to the club/league'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 by via observation or more structured and pro-active mentoring; • Are introduced to relevant club/league officials (and parents/carers when appropriate); • Are encouraged to attended further training specific to their role, as appropriate. •Have a clear review period(s) built into their induction process, so that there are opportunities to seek clarification and feedback can be given.

It is important to recognise that volunteers may have limited relevant experience but can offer transferable skills, enthusiasm, an appetite to learn and an understanding of the ethos and behaviours required at your club/league. Investing time and energy in supporting committed individuals to gain experience and skills is often the way to find much-needed volunteers.

Further Advice and Guidance

Safeguarding Children is about putting in place the best possible practices and procedures. This will protect not only the child but also the club/league and the adults working with under-18s in football. If you require any

further support or guidance relating to children and young people, please contact your league Designated Safeguarding Officer (National Leagues Steps 1 & 2 only) or your County FA Designated Safeguarding Officer.
Employees / Volunteers and others in football should be assured that The FA will consider 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.