**OYFC - Recruitment Policy**

OYFC recognises its responsibilities to safeguard the welfare of all children and young people participating in football by providing a safe and enjoyable environment. We aim to put in place the best possible practice to protect children and young people whenever a volunteer is sought to work with us. Therefore, we have adopted the FA’s guidelines in the safe recruitment of volunteers as detailed below:

1. Planning: The Club will draw up a role profile, which will highlight the main areas of the voluntary role. We shall also decide upon the skills and experience that an individual will need to fulfil the requirements of the role. Our recruitment process will be developed in such a way that we treat every applicant in a fair and consistent manner.
2. Advertising: In order to attract new volunteers it may be necessary to advertise outside the club itself, for example - utilising the club website, newsletter / e-zine, social media (e.g. Twitter, club Facebook page), sports hall notice board or local school. The advertisement will reflect OYFC’s Safeguarding Children Policy and will contain the skills and experience required and the duties to be undertaken. However, it will not discriminate in terms of age, race gender or disability.
3. Application Form: OYFC shall use application forms to collect information on each applicant. Each applicant’s information is then collected in a consistent way. At least two OYFC officials shall work together to consider all the application forms to ensure that they are scrutinised fairly and equitably. OYFC shall also ask for identification documents to confirm the identity of the applicant – for example: a passport or driving license providing photo ID.
4. Meeting / Interview: It may be necessary for OYFC to meet with everyone who has offered to volunteer before any decisions about taking them on are made. More than one Club official shall be present at any meeting. The meeting/interview will enable OYFC to explore further the information provided in the application form.
5. References: At least two references shall be requested from individuals who are not related to the applicant. One reference shall be associated with the applicant’s place of work and, if possible, one that demonstrates that the individual has been involved in sport, particularly children’s football, previously. References shall be followed up; ideally before the applicant begins to work for OYFC. If OYFC decides to let them volunteer before taking up the role then they will not be left alone with children or young people at any time.
6. Criminal Record Checks (CRCs): CRC’s are another tool in our recruitment procedure. A Disclosure and Barring Service Enhanced Check with or without Barred List, tells The FA about a person’s recorded offences. It can indicate that a person is not a suitable person to work with children – for example: if they have a history of sexual offending. It may also tell The FA that further investigations are required – for example: if the person has a history of drug dealing or racist offending. Volunteers and others in football should be assured that The FA will take into account 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. OYFC will only be told whether or not a person is considered suitable to work with children. Applications for CRCs shall be dealt with by the Club Welfare Officer. If an applicant claims to have a DBS Enhanced check, OYFC shall seek advice from The FA CRB or check the Online Safeguarding Service via Member Services.
7. Recruitment Decisions: OYFC shall consider all the information we receive via the application form, confirmation of identity, the outcome of the take-up of references and whether the person is accepted by The FA following their Criminal Records Check. This information shall then be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not to accept them into OYFC.
8. Once in post: OYFC shall:
   1. ensure that new volunteers are made aware of and sign up to the club’s Safeguarding Children policy and procedures, best practice guidelines and codes of conduct.
   2. ensure that they attend The FA’s Safeguarding Children Workshop, or that they update this.
   3. prepare a statement of the volunteer’s roles and responsibilities and ensure that they are agreed to by the new volunteer.
   4. offer a period of supervision/observation or mentoring to support the new volunteer.

Volunteer Application Form can be found here: <https://www.overtonyouthfc.co.uk/volunteerapplication>