



TheFA
**Charter
Standard.**



Whiteley Wanderers Recruitment Policy

Introduction

Whiteley Wanderers Football Club (WWFC) provides football opportunities for both boys and girls aged 5 years and upwards and there Safety is paramount to us.

The intentions of most people who work with children in football are good. However, as part of football's commitment to provide safe and enjoyable environments, sound recruitment and selection procedures are essential. That is why when we recruit new members; all reasonable steps will be taken to ensure unsuitable people are prevented from working with children and young people.

The recruitment practices detailed in this policy are in accordance with the FA safer recruitment guidance. The purpose of establishing a robust recruitment process in a club is threefold – to deter unwanted applicants, to reject unsuitable applicants and to prevent concerns with new volunteers. The process feeds into a wider on-going culture of vigilance within a club, which is crucial in safeguarding young players.

WWFC understand that any change can raise questions and concerns. However, the FA Safeguarding Policy states that all affiliated clubs when affiliating to the CFA sign up to a commitment to the process outlined. The FA policy states:

We endorse and adopt The FA's Safer Recruitment guidelines and we will:

- Specify what the role is and what tasks it involves;
- Request identification documents;
- As a minimum meet and chat with the applicant(s) and where possible interview people before appointing them;
- Ask for and follow up with 2 references before appointing someone; and
- Where eligible require an FA- accepted DBS enhanced with barred list Check, in line with The FA's current Safeguarding Children Policy and Regulations.

All current WWFC members working in eligible roles with children and young people, such as coaches/managers, assistant coaches/managers, medics/physiotherapists, club welfare officers, child chaperones and drivers driving club vehicles' only for children are required to hold an in-date FA accepted DBS enhanced with barred list check as part of safer recruitment practice.

WWFC are looking for volunteers to make a difference to the lives of children and young people through coaching football and be part of our England Football Accredited football club.

Volunteer Role Description

WWFC aims to enable all young people, especially those from disadvantaged circumstances, to realise their potential and become happy, responsible, and caring citizens. Every day the club makes a real and lasting difference to the lives of young people.

The role:

We are looking for volunteers to make a difference to the lives of children and young people through coaching football. As a volunteer you will feel pride in what you and the young people you work with are achieving.

We need volunteers who:

- Are enthusiastic about football and working with children and young people.
- Have excellent communication skills.
- Can develop positive working relationships with young people & fellow coaches and be able to coach within a technical syllabus.
- The Volunteer should be enthusiastic, committed, and ready to build your team, and take them to the next level.
- Will always adhere to policies and procedures with particular emphasis on equality and diversity, safeguarding and health and safety.
- Keen to Learn new skills

Activities involved in:

- Plan, prepare and deliver a weekly training session plus managing the team on match day alongside fellow coaches.
- Manage parental expectations and build positive relationships with parents.

The club requires volunteers to have completed their DBS checks, code of conduct, safeguarding course, FA Playmaker course and to complete their Introduction to Coaching Football (FA level 1) and introduction to first aid within 12 months of joining.

Advertisement

Most of The Clubs Volunteers come from either application from individuals interested in being involved with the youth football or because of being sponsored by another volunteer within the club.

However, there may be times when WWFC may need to advertise for volunteers. Making use of club/league websites/newsletters/social media e.g., club Facebook page, local sports hall, and school

notice boards will do this. The Advert will reflect the clubs Safeguarding Children Policy and will detail the skills/experience required and the duties to be undertaken.

WWFC will not discriminate in terms of age, race, gender, or disability.

Application

Whiteley Wanderers welcomes applications from all. To apply individuals must use The FA's Volunteer Application Form, which can be found on the Whiteley Wanderers website. Once completed this should be sent to either

CWO Helen Tisdell - H.tisdell@outlook.com or,

CWO Wayne Cook – Waynelcook@hotmail.co.uk

Both above named CWO's will consider applications. Official photo identification documents must be seen to confirm the identity of the person e.g., passport, driving licence, bus/train pass.

References

At least two references will be requested from individuals who are not related to the applicant; this will be included within the Volunteer Application Form. One reference will be sought from any current employer. If the volunteer is not employed or is self-employed, that does not mean that they cannot apply, but rather that references will be sought from other sources.

We will seek a reference from any organisation in which a volunteer has previous experience of working or volunteering with children, including any previous football club. If the volunteer has no previous experience of working or volunteering with children, this is not a barrier to applying as a reference can be sourced from elsewhere. The Club will ask volunteers to provide an email address to contact referee(s) directly and will subsequently forward a Club letter/template asking it to be completed accordingly.

Volunteer Parent helpers that do not have roles whereby they actively supervise, teach, train, instruct or care for children or where there is no overnight stay supervision then those club volunteers would not be required to provide references.

Where the volunteer role does not require an individual to provide references then the club will require those volunteers to meet with Helen or Wayne for an informal chat so that the expectations of the role are clarified and key club information can be relayed to such volunteers.

Informal Interview/Meeting

Regarding the "interview" this is not envisaged to be a formal meeting around a table, but more likely a discussion in a football setting where both parties can get to know each other better, with the opportunity to explore a volunteer's motivation and identify any training needs. A discussion about a volunteer's approach to coaching will also help a club committee to determine whether the volunteer will operate within the club's ethos. WWFC will endeavour to have two club officials present at these interviews/discussions to share the responsibility that comes with recruiting volunteers. WWFC need to meet everyone who has offered to volunteer; the interviews be conducted by Helen & Wayne and supported as necessary by either Louise Frampton and or Ian Binks two of the other Club Welfare Officers.

The meeting/interview questions will provide the applicant the opportunity to recount experiences and give examples of how they have or would manage 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.

WWFC will endeavour 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 our club.

DBS Checks

Whiteley wanderers are required to ensure that individuals working with children/ young people are subject to a criminal records check. Therefore upon receipt of satisfactory references and completion of interview/meeting CWO Louise Frampton – louframptonwwyfc@gmail.com will be in touch with the applicant to commence a criminal records check. Should Louise be absent then Ian Binks (Club Safeguarding lead) can be contacted at ianbinks@yahoo.co.uk

An enhanced criminal records check tells the FA about a person's recorded offences. It can indicate a person is not suitable to work with children. It may also tell the FA that further investigations are required prior to clearance being provided.

Volunteers and others in football can be assured the FA will consider the rehabilitation and offenders act and only consider offences relevant to the care, supervision, and training of young people. The FA is not allowed to tell the club about the actual offending so applicants can be assured of confidentiality. The FA will, however, tell the CWO whether the individual is considered suitable or not to work with children.

The FA's Whole Game System enables Club Welfare Officers (CWOs), assistant CWOs and club secretaries to track and manage club members who are required to do a check and complete safeguarding children training.

Until it is shown on the Whole Game system that the DBS is complete and been accepted by the FA, the individual must not conduct any supervisory role at the club prior to such acceptance.

Completion

Once all these processes/checks have been completed the individual can be welcomed into the WWFC. The Club will ensure all new volunteers are clear about and have signed up to the role and its specific responsibilities. Make the individual aware of and sign up to the club/league's Safeguarding Children Policy and Procedures and codes of conduct; Ensure they Attend appropriate FA Safeguarding Children Training.

The individual will be supported in-post for the first few weeks. This may simply be via observation or more pro-active mentoring; they will be introduced to relevant club/league officials (and parents/carers when appropriate) and are encouraged to attend further training specific to their role, as appropriate.

WWFC believe that a robust policy and procedure is something for the club to promote and be proud of, hopefully deterring those who seek to gain access to children for the wrong reasons whilst

reassuring genuine volunteers that they are joining a well-run organisation with safeguarding at the forefront.

Safeguarding is about putting in place the best possible practices and procedures, this policy is designed to protect not only the children and adults playing football but also those volunteers supporting them.

Volunteers Checklist

- Completed Application
- Applied for FAN Number
- References completed
- Interview completed
- ID confirmed
- DBS completed
- Safeguarding training
- Code of conduct signed
- FA Playmakers course
- First aid in football
- Level 1 FA
- FA Online Respect Course (Coaches Only)