



Swindon Town FC

Safer Recruitment Policy & Procedures

| Version I.D | Reviewed by | Update details | Issue Date | Review Date | Endorsed by |
|-------------|-------------|--|-------------------------------|-----------------------------|----------------|
| 1.1 | Matt Waters | Post EFL Visit edits | 2 nd November 2018 | 1 st July 2019 | Steve Anderson |
| 1.2 | Matt Waters | End of Season review and staff changes | 31 st July 2019 | 1 st August 2020 | Steve Anderson |



Safer Recruitment

STFC endorses and adopts the FA's Responsible Recruitment guidelines for recruiting staff, including volunteers and works in accordance with the procedures laid out in part 2 of Working Together To Safeguard Football (the FA Sept 17).

Sound recruitment and selection procedures will support the organisation to screen out those who are not suitable to work for the organisation in line with KCSIE 2018.

Swindon Town FC is an equal opportunities employer. We are committed to equal opportunity within our own organisation and will endeavour to encourage similar commitment from others within the game.

Equality at STFC means that in none of our activities will we discriminate against any person on the grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability and this includes:

Step 1 - Planning and advertising

- The key responsibilities for the role are agreed, together with the skills and experience which the perspective employee / volunteer will need to have to fulfil the role.
- All job/role descriptions include reference to individual safeguarding responsibilities.
- All adverts for roles within the organisation will include a safeguarding statement.

Step 2 – Application Process

- Perspective candidates are required to complete an application form
- Completed applications are scrutinised by a panel. A check is made to ensure that the application form has been completed in full (including sections on criminal records and self-disclosures), ensuring any gaps in employment are accounted for.
- At least one member of the panel has completed additional training about safer recruitment.



Step 3 – References

- Two written references are sought from short-listed candidates
- These should not be from relatives of the candidate.
- One reference is requested from the candidate's place of work , if applicable and if possible, one that demonstrates their involvement with sport involving children and young people.

Step 4 – Interviewing

- Interviews take place face to face.
- At least one safeguarding question is asked.
- Short-listed candidates who attend an interview are required to provide proof of identification.
- 2 members of staff will be present during interview to provide a balanced perspective
- Final decisions will be made by the line manager and senior management

Step 5 – Checks completed once an appointment has been made

- The successful candidate will be offered the job/role **subject to DBS checks being satisfactory**. This is made clear in the letter sent to the successful candidate.
- An enhanced DBS check is completed for all new staff / volunteers. Should a DBS check reveal information about previous convictions, this information will be considered by STFC and decisions will be made in accordance with legislation and in the best interests of children and young people. *Unless they've been barred from working with children or vulnerable adults, ex-offenders shouldn't necessarily be excluded from working within the Trust.*
- *The following questions will be considered:-*
 - What's the nature of the role?*
 - Is the offence relevant to the role?*



What's the nature of the offence, and how serious is it?

How old was the applicant at the time they offended?

How long has it been since the offence occurred?

Was the offence revealed at the application stage?

- For adults who will be working in regulated activity (unsupervised) a check against the barred list for 1.) child and 2.) vulnerable adults will also be completed. It is an offence for someone who has been barred from working with children / vulnerable adults to work in regulated activity with children/vulnerable adults.

STFC aims to prevent people with a history of relevant and significant offending from having contact with children, young people and vulnerable adults.

Information about recruitment, including disclosure numbers and identity checks is held centrally by STFC on a central record.

Step 6 – Induction of new staff /volunteers

Following the appointment of a new member of staff or a volunteer, safeguarding and child protection induction is provided. This includes provision of:-

- Safeguarding and child protection training, which includes the procedures to follow if concerned about a child, young person or vulnerable adult
- STFC's Safeguarding and child protection policy and procedures and related documents
- Information about key safeguarding personnel within STFC and contact details

Staff and volunteers are asked to sign a self declaration form annually. They will also be required to confirm they have access to and have read club wide policies and procedures.