



PHOENIX SPORTS CLUB

(Youth Section)

Safer Recruitment of Volunteers (Youth Section) Applicable to the Youth Section

1. This policy will:
 - a. Set out Phoenix Sports Club's process for the safe recruitment of volunteers for the youth section.
 - b. Set out the requirements on all prospective volunteers, before and during their time at the Club.
2. It is drafted in line with FA Guidance and relevant legislation.
3. It will be subject to amendments, removals, and additions as agreed upon by the Club Committee.
4. It has been absorbed into Club policy and dictates the recruitment of volunteers.
5. It cannot supersede any aspect of the Club's Safeguarding Children Policy and Processes and should only be used in conjunction with said policies.

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Safer Volunteer Recruitment Policy (Volunteers) [DRAFT 1] Phoenix Sports Club

Section 1 – Purpose and overview

This policy sets out our recruitment process for our volunteer coach and manager workforce, with a specific focus on those intending to work within the youth section. This policy is developed in line with the Football Association's club guidance¹.

Section 2 – Scope

1. This policy applies to all volunteers within the Youth and Kent Youth Sections of Phoenix Sports Club.

Section 3 – Introduction

The intentions of most people who work with children in sport are good. However, as part of Phoenix Sport Club's responsibilities, commitment and desire to provide safe and enjoyable environments, sound, responsible recruitment and selection procedures are essential. When recruiting volunteers all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people, as well as vulnerable adults.

Section 4 – Definitions

- i. A "**child**", whether used in the singular or plural, shall refer to the legal definition of a child, set down in and enshrined in UK law, to be a person under the age of eighteen².
- ii. "**Sections**" shall refer to the distinction between the SELKent teams, or Youth, and the Kent Youth Section.
- iii. Heading names are used for convenience only and are not to be used when interpreting the policy.
- iv. Interpretation of this policy should apply ordinary meaning to words.

Section 5 – Responsibility

1. It shall be the responsibility of the Club Secretary to implement and monitor this policy and to monitor its performance.
2. It is the responsibility of the Club Welfare Officer, Kent Youth (Club) Secretary and Youth Secretary to ensure that:
 - a. They are familiar with the policy and procedures, and that they follow them accordingly.

¹ [FA Guidance Notes No. 3.1 Safer recruitment of volunteers in grassroots football \[2019\]](#)

² The Children Act 1987, Section 105.

- b. Staffing levels for their Sections are adequate and volunteers are authorised.
- c. All roles have current position descriptions that specify role requirements and selection criteria.

Section 6 – Role profile

- 1) Describe the main tasks and responsibilities.
- 2) Identify the skills and experience required to fulfil the role.
- 3) Ensure the final role profile is agreed by the Club Committee.

For clarity this includes, as a minimum:

- a) Club Secretary.
- b) Club Welfare Officer.

Section 7 – Advertising

- 1) Ensure Club members are aware of volunteering opportunities, in addition to any advertising outside of the Club.
- 2) Make use of Club social media platforms and league website. The County FA website may also be used to recruit volunteers.
- 3) Ensure the advert reflects Phoenix Sports Club's Safeguarding Children Policy, details the skills and experience required and the duties to be undertaken.
 - a) This advert must make clear that any recruitment will only be made once an enhanced DBS (Disclosure and Barring Service) Enhanced Criminal Record Check (CRC) has been completed and passed.

This is a non-negotiable pre-requisite and is not to be delayed or waived for any reason whatsoever.
 - b) No individual will be permitted to work with children, neither supervised nor unsupervised, without this condition having been met.
- 4) Do not discriminate against age, race, gender, disability, or any other protected characteristic as prescribed by law³.
- 5) Individuals who approach the Club with the intention of volunteering, in the absence of any advertising or their knowledge of any advertising, should be provided with all available information, as though they had applied via an advert.

³ The Equality Act 2010, Section 4.

- 6) Use the FA's Volunteer Application Form ([Guidance notes no. 3.1, page 5](#)) or similar, so far as agreed by the Club Committee.
- 7) At least two senior club officials must be involved in considering any application forms that are received.
- 8) Official photographic identification documents must be seen to confirm the identity of the person applying to volunteer.

Section 8 – Interview

1. The appropriate Section Secretary and one other member of the Club Committee must meet and interview anyone who may be invited to volunteer with Phoenix Sports Club.
 - a. The Club Secretary can insist upon their own attendance, at their discretion.
2. The interview questions must be designed to give the applicant the opportunity to discuss:
 - a. Their experiences.
 - b. Give examples of how they have or would handle situations.
 - c. Their knowledge or understanding of safeguarding principles.
 - d. Their coaching ethos and mentality.
3. Whilst it remains important to gain information about an applicant's technical abilities, it is also necessary to explore their attitudes and commitment to child welfare and wellbeing.
4. The applicant should be asked, at this early stage, whether there is anything the Club should be aware of that could affect their suitability to work with children or young people.
 - a. Volunteer organisations are required to check someone's criminal record if they apply for positions involving working with children, vulnerable adults or in healthcare⁴.
 - b. This rule applies in the same manner for voluntary work as it does to paid employment⁵.
 - c. For absolute clarity, working with children at Phoenix Sports Club constitutes voluntary work of an exempt nature.

⁴ The Rehabilitation of Offenders Act 1974

⁵ Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Section 9 – References

1. At least two references must be requested from those selected for an interview.
2. These referees cannot not be related to the applicant.
3. One reference should be from the applicant's place of work and the other should ideally demonstrate they have been involved in sport and working with others.
 - a. Where the applicant has not been involved in coaching sport and / or working with children, it will not be possible to obtain such a reference.
 - i. Consideration should, at this point, be given to the Club's ability to provide a mentor to this applicant should they be successful.
 - b. Where the applicant has not been currently or previously employed, as is often the case with prospective young coaches, an educational reference will suffice.
4. References must be obtained before the volunteer begins.
5. If either reference raises any concerns, the Club Welfare Officer should contact the Kent County Football Association Designated Safeguarding Officer for advice and guidance.

Section 10 – Disclosure and Barring Service (DBS) Criminal Record Checks (CRC)

1. For brevity, Disclosure and Barring Service Enhanced Criminal Record Checks will forthwith be referred to as "DBS Enhanced Checks".
2. This policy is written to ratify the process of recruiting and appointing youth football coaches and managers. This role will require a DBS Enhanced Check⁶, completed through FA Whole Game and processed by an FA approved organisation.
3. Applications for DBS Checks need to be completed by the Club Welfare Officer, Assistant Club Welfare Officer or another approved Club verifier.
4. If an applicant claims to have an FA DBS Enhanced Check, this can be clarified via the Whole Game System.
5. More information about DBS Checks can be found in the following guidance:
 - a. Guidance Notes 3.3 Getting a Disclosure and Barring Service (DBS) Check;
 - b. Guidance Notes 3.6 Getting a DBS Check Online;

⁶ [FA Guidance Notes No. 3.5 Eligibility of Roles](#)

- c. Guidance Notes 3.7 FA Disclosure and Barring Checks – FAQs.

Section 11 – Recruitment decisions

1. All information received must be considered:
 - a. The application form;
 - b. Confirmation of identity;
 - c. Outcome of the references;
 - i. If a reference is not returned, one attempt should be made to follow this up.
 - d. Whether the person is accepted by The FA following their DBS Check.
2. This information should then be considered alongside the outcome of the interview to make an informed decision as to whether to accept them into Phoenix Sports Club.

Section 12 – Once in post

1. Ensure new volunteers:
 - a. Are clear about and have signed up to the role and its specific responsibilities;
 - b. Are made aware of and sign up to Phoenix Sports Club's Safeguarding Children Policy and Procedures, and codes of conduct;
 - c. Attend appropriate FA Safeguarding Children training;
 - d. Are supported in post for the first few weeks, either through observation or more pro-active mentoring;
 - e. Are introduced to the relevant Club officials, and parents / carers when appropriate;
 - f. Are encouraged to attend further training specific to their role, as appropriate.

SCHEDULE 1

Valuing our volunteers

1. It's 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 the Club.
2. Investing time and energy in supporting committed individuals to gain experience and skills is often the way to find much-needed volunteers.

SCHEDULE 2

Education, and cost of reimbursement, position

1. Phoenix Sports Club's education, and cost of education reimbursement, position is as follows:
 - a. An FA accepted Enhanced DBS Check must have been completed before an individual can work with children.
 - i. This applies to supervised interaction as well as unsupervised.
 - ii. The cost of this Check (£10.00GBP) will be reimbursed upon completion.
 - b. The FA Safeguarding Children Course must be completed within one calendar month of volunteering at Phoenix Sports Club.
 - i. A volunteer may work with children in a supervised capacity, provided the supervising individual holds all required qualifications, until this course is completed.
 - ii. This course is valid for two years and cannot be allowed to expire.
 - iii. Phoenix Sports Club will reimburse the cost of this course (£30.00GBP) upon completion.
 - c. The FA Introduction to First Aid in Football (IFAiF) Course must be completed within one calendar month of volunteering at Phoenix Sports Club.
 - i. A volunteer may work with children in a supervised capacity, provided the supervising individual holds all required qualifications, until this course is completed.
 - ii. This course is valid for two years and cannot be allowed to expire.
 - iii. Phoenix Sports Club will reimburse the cost of this course (£30.00GBP) upon completion.
 - d. Aspiring managers must complete the FA's Introduction to Coaching Football qualification.
 - i. Equivalent or higher existing FA coaching qualifications are acceptable.

- ii. This does not include:
 - a) Play Phase course.
 - b) EE Playmaker course.
 - iii. Phoenix Sports Club will reimburse the cost of the FA's Introduction to Coaching Football qualification (£100.00GBP) upon successful completion and one year's subsequent service.
 - iv. This qualification is not a requirement for coaches or assistant managers but, failure to hold this qualification, will restrict their opportunities to hold a team management role.
 - a) In the absence of the FA's Introduction to Coaching Football qualification, the Club strongly recommends the undertaking of:
 - a. Play Phase course (FREE OF CHARGE)
 - b. EE Playmaker course (FREE OF CHARGE)
2. All prospective volunteers must be made aware of this position and agree to be bound by the Club's position on the reimbursement of education costs.
3. There are opportunities for further courses to be funded at the discretion of the Club Committee.