



# Leighton United Football Club

## VOLUNTEER RECRUITMENT POLICY

- 1.1 Leighton United will recruit volunteers as prescribed in relevant parts of Football Association's guidelines Safer Recruitment of Volunteers in Grassroots Football, including club officials, coaches, team managers, assistant coaches/helpers and other roles.

The FA guidance can be found in the safeguarding area of the FA website:

<https://www.thefa.com/football-rules-governance/safeguarding>

An image of the first page of the current edition is shown below:



- 1.2 Safeguarding children and young people is paramount, and all reasonable steps will be taken to ensure that unsuitable people are prevented from working with children and young people at the club.

- 1.3 In recruiting volunteers there will be no discrimination in terms of age, gender, race, colour, religion, disability, or any other form of discrimination.
- 1.4 The recruitment of club officials and non-coaching roles will be determined by the Management Committee.
- 1.5 Coach volunteers will be approved by the Head Coach.
- 1.6 Assistant coaches and team helpers are likely to be proposed by existing coaches, based on their knowledge of individual volunteers.
- 1.7 When necessary, e.g. for club official roles, job descriptions will be drafted and reviewed by the Management Committee prior to use.
- 1.8 Any advertisements will be arranged by the Club Secretary.
- 1.9 Applicants may be asked to provide a CV.
- 1.10 Any information on individuals, such as might be on the FA Whole Game System, will be checked out by Club Welfare Officers and recommendations accordingly made on suitability.
- 1.11 All volunteers likely to encounter children and young people must possess a current enhanced FA Disclosure and Barring Service (DBS) check or make an application. If it is decided that they can start work at the club before being formally appointed, then they must not be left alone with children or young people at any time.
- 1.12 DBS checks are a means of confirming a person's identity.
- 1.13 All DBS matters will be handled independently by Club Welfare Officers.
- 1.14 During the DBS check process, Club Welfare Officers will provide new recruits with an introduction to the club, using the current version of the Introduction to Leighton United information sheet as a reference.
- 1.15 Anyone failing an enhanced DBS check will not be appointed.
- 1.16 Applicants may be required to attend a meeting with the Head Coach, Club Welfare Officers and other members of the Management Committee as considered appropriate. Such a meeting may be used to:
  - Assess suitability to work with children.
  - Assess attitudes towards children.
  - Identify previous experience of working with children.
  - Assess knowledge/approach to safeguarding children issues.
- 1.17 All coaches, assistant coaches and coach helpers are required to agree to the club's code of conduct for coaches.

- 1.18 Coach recruits must have completed the FA Playmaker course and have at least or be working towards the FA Introduction to Coaching Football qualification. If they already have an FA coaching qualification (at least Level 1) then their FA safeguarding children and FA first aid certifications must be current.
- 1.19 Following appointment a coach mentoring programme may be organized by the Head Coach.
- 1.20 Appropriate training will be arranged for other volunteers, as considered necessary.
- 1.21 Volunteers will be introduced to club staff as appropriate to their roles.