

Safer Recruitment Policy & Procedures

Introduction

Lancing Football Club (LFC) is a community club run by an elected committee of volunteers from the community, for the community. As such, we highly value our volunteers and care about their safety and wellbeing. The committee is responsible for ensuring that all our club members, including team managers, coaches and players, no matter what their age or background, are also safe and well supported. Members of the committee are involved in ensuring that our Club is safe for our supporters, including those who may be vulnerable because of their gender, age, disability, ethnicity, nationality, sexual orientation, religion or any other protected characteristic.

LFC therefore take the volunteer recruitment process seriously. We want to make sure that the process results in volunteers who are equipped for and will fit their volunteering role, who are in line with our mission and values, who will abide by our policies and Code of Conduct, and who will not present a risk to the safety of others.

Definition of a Volunteer

Someone who gives their time freely for the benefit of others, is committed to the mission, values and policies of the organisation and enjoys working with others in a football context.

The Recruitment Process

- LFC will adhere to its equalities and diversity policy when recruiting and selecting volunteers.
- All potential volunteers will be asked to complete a volunteer's application form prior to interview, which will:
 - Clarify the role that the volunteer is interested in
 - Gather information about their schedule and availability
 - Gather their contact details including next-of-kin
 - Gather any relevant experience they may have
 - Gather voluntary personal information to assist in our diversity monitoring
 - Identify any current DBS clearance they may have
 - Enable LFC to make an initial judgement about the person's suitability for the role
- We will include with the volunteer's application form:
 - A written job description outlining the skills, duties and boundaries of the role that the volunteer is interested in, including any development opportunities, equipment, kit or expenses which may be offered
 - A statement of LFC's mission and values
 - A copy of LFC's equalities and diversity policy
 - A copy of LFC's Code of Conduct
 - A copy of LFC's Safeguarding policy
- All volunteers will be required to have a DBS Check before taking up a role.
- All volunteers will be required to provide 2 references from outside of their family before taking up a role.

Why LFC thinks a volunteer interview is important

- It is part of the volunteer recruitment and screening process.
- It allows LFC to:
 - get to know more about a volunteer i.e. background, interests, skills & experience
 - determine if the volunteer's values align with those of LFC
 - discover why the person wishes to volunteer
 - provide an outline of the volunteer role
 - provide a summary overview of the organisation

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- determine whether the volunteer has the competency, knowledge, and skills to carry out the role
- determine if the volunteer is the right fit for the Club
- It allows the Volunteer:
 - an opportunity to ask questions
 - an opportunity to decide if the role is the right fit for them

Sample Interview Questions

1. Why do you want to volunteer with LFC?
2. What makes you a good fit for the role?
3. What motivates you to be a volunteer?
4. Do you see yourself as an independent or a team worker?
5. Do you see yourself as a leader or do you prefer to be led?
6. Have you any skills &/or experience that will help in this role?
7. Have you ever dealt with a difficult experience?
8. Tell us about yourself?
9. What things/causes are you passionate about?
10. What is your greatest strength and how will it help you as a volunteer?
11. How much time can you dedicate to LFC?
12. Are there any barriers that might affect your volunteering?
13. What interests you about this particular role?
14. Have you any disabilities & if so, how can we help?
15. What do you think equal opportunities mean?

Obtaining DBS checks

- If a volunteer already has an in-date enhanced DBS check from a third-party organisation, LFC will accept it. Some more sensitive roles such as welfare officers will require an enhanced DBS conducted through the FA regardless of any DBS previously awarded by a different organisation.
- If the volunteer does not have a DBS check, LFC will obtain one on their behalf through an organisation named 'Personnel Checks', or the FA where required.
- The DBS check is free for eligible volunteers and LFC will pay the organisation's administrative cost (at present £18.50 per check).
- 'Personnel Checks' provides an on-line service.
- They help to identify the eligibility criteria that will qualify volunteer roles for a free check.
- The volunteer completes the application form.
- A named person from LFC verifies the applicant's identity.
- There is no limit to the number of applications LFC can make.
- Reminders are sent to applicant and ID verifier when action is required.
- Emails are sent to the LFC recruitment decision maker when the check is complete to say whether it is clear or unclear and to confirm that the certificate is on its way to the applicant.
- The certificate is the property of the applicant.

How LFC will help to Orientate and provide Ongoing Support to a New Volunteer

- We will, if possible, provide initial shadowing opportunities.
- We will provide contact details of a named person or persons to answer any questions.
- We will ensure that you are registered on our WhatsApp group, emailing list and rota software, to ensure easy navigation of your new role.
- Our Safeguarding and Welfare Team will provide on-going welfare check-ins to:

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- Recognise the volunteer's work
- To highlight the difference they make to the Club
- To identify any mentoring or training needs
- To identify any ideas they might have to improve the Club
- To identify and deal with any problems or issues
- To provide regular and sincere thanks

Conditions

Volunteers will be able to claim reasonable expenses for their volunteering but should discuss beforehand any planned expenditure to ensure that it will be covered by LFC.

Where a Volunteer has holidays or other commitments, which means that they cannot attend their normal volunteering, they should advise their named contact to ensure that LFC can arrange alternative cover.

If a Volunteer requires a longer break from their volunteering, they should discuss this with their named contact. LFC will endeavour to be as flexible as possible to accommodate the needs of volunteers.

For enquiries, adjustments, cancellations or time-off requests related to training/fixtures/meetings/events at Culver Road, the volunteer will be encouraged to inform a senior committee member with reasonable notice, in addition to logging changes to the online rota software so that the Shift Lead for each session is aware of the update. Full guidance and navigation of these procedures will be provided, and we're pleased to use the latest software to make volunteering and time management as simple as possible.

In addition to DBS and FA screening for volunteers, as an organisation and facility provider, we follow all relevant safety advice, recommendations and guidance from the UK Government. This includes following advice from The National Counter Terrorism Security Office (NaCTSO), Action Counters Terrorism (ACT) and other relevant bodies. LFC operate a 'Zero Tolerance' and 'See It. Say It. Sorted.' policy to ensure the enjoyment and safety of all members.

We hope that you find the application, interview and onboarding process helpful, and we look forward to working more closely with you.

Policy Contact Details

Gloria Eveleigh – Safeguarding & Welfare Manager

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If you wish to report any errors within any of our policies, please contact info@lancingfc.co.uk.

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This was approved as an official club policy – Version 1.2

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