



Frome Town AFC Youth Volunteer Recruitment Policy

The first stage of any recruitment process involves planning. Club officials should draw up a role profile, which highlights the main areas of an identified voluntary role. They should also decide upon the skills and experience that an individual would need to fulfil the requirements of the role and draw up a person specification.

The club recruitment process must be developed in such a way that they treat every applicant in a fair and consistent manner.

Application Form

- All volunteers will be asked to complete a 'Volunteer Application Form' which is available from the club. This will ensure that each applicant's information is collected in a consistent way.
- More than one official will look at the application forms to ensure that a fair and equitable scrutiny is completed.
- The Club will ask for identification documents to confirm the identity of the applicant, for example, a passport or driving licence.

Meeting/Interview

- Club officials will meet with all applicants prior to any recruitment decisions being made. More than one official will be present.
- The meeting/ interview will explore further the information provided in the application form.
- The questions asked will provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations.
- Whilst it is important to elicit information regarding an applicant's technical capabilities it will also be necessary to explore his or her attitudes and commitment to child welfare.

References

- At least two references will be requested from individuals who are not related to the applicant.
- One reference should be associated with the applicant's place of work and if possible one that demonstrates the individual has been involved in sport, particularly children's football previously. References will be followed up prior to any offer or appointment being made.
- If the references raise any concerns the Club will contact The FA Safeguarding Children department for advice and guidance.

Criminal Record Bureau (CRB) Disclosures

- All volunteers will be required to submit an FA CRB disclosure.

Post Recruitment

- Any qualifications will be substantiated, for example, requesting photocopies of coaching certificates
- New volunteers will be made aware and sign up to the club's Safeguarding Children policy and procedures, best practice guidelines and any codes of conduct
- Any training needs will be established and actioned
- Initially, a period of supervision/observation or mentoring may be introduced to
- support the new volunteer.