



Policy & Procedures for the Safeguarding of Children and Young People

Relating to the recruitment and selection of Management Committee Members,

Refreshed November 2016

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## **Recruitment and Selection of Management Committee Members**

There are no paid employees of S&DFL and volunteers undertake all roles in the league.

Some adults who abuse/exploit children and young people become involved with sports clubs and leagues to enable them to get close to children and by so doing create opportunities for abuse/exploitation to take place. Some adults who have proved to be inadequate/unsafe coaches/volunteers have been known to move between sports or clubs.

Experience has shown that by having appropriate recruitment, selection and supervisory procedures for those involved with a sport, clubs and leagues can go some way to reducing the likelihood of such abuse occurring within organisations.

At S&DFL we are committed to doing all we can to reduce the opportunities for poor practice and abuse occurring within our league while at the same time promoting the best possible standards of safe and respectful coaching.

With this in mind the following actions will apply for all Management Committee roles within our league.

### **Recruitment**

- For each role in our league there is a clear job/role description plus a person specification for each role and outlines the skills, knowledge and abilities that are needed to carry out the role.

### **Selection**

- All prospective members of our management committee wishing to be part of our league management structure will complete an application form.
  - The application form specifically seeks to note any gaps in the applicant's employment history as well as noting their knowledge, skills and abilities to match the role in which they are interested.
  - All current and prospective management committee members will be expected to give their consent for a Criminal Records Check to be undertaken. Anyone refusing to do so will not become involved with the league and told that their application will not be taken any further
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- Two references will be taken up and ideally one of these should comment upon the applicant's ability to work with children and young people.
- All prospective management committee members will be involved in a selection interview that relates to the person specification and job/role description for the role in which they are interested.
- Experienced management committee members will conduct the selection interview.

**At all times confidential information relating to management committee members will only be available to those who are authorised in the league to have this information. At all times this information will be kept secure.**

### **Training**

Experience has shown that sound selection and recruitment processes have to be complemented by appropriate training and supervision for those working with children and young people if the likelihood of abuse and poor practice occurring is to be reduced further.

In line with S&DFL's Charter Standard requirements all management committee members in our league will attend the FA's "Best Practice and the Safeguarding of Children Workshops".

### **Supervision**

Working within an overseeing governance role that is responsible for ensuring that young players enjoy their chosen sport in a supportive and safe environment can be very stressful and all those holding a management committee role should have opportunities to discuss their work with another experienced person in the league. It is essential for the league to have an identified person to provide this role.

### **Complaints**

The existence of a clearly defined complaints procedure is an additional safeguard for children and parents as well as for the volunteers who are part of our member clubs. The league's complaints procedures are available via the league's website

### **FA Guidance**



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## S&DFL Management Committee Recruitment

### Management Committee Member - Role Description Proforma

**Post:**

**Tasks:**

**Days/Times:**

**Accountable to:**

**Supervised by:**



## S&DFL Management Committee Recruitment

### Management Committee Member - Person Specification Proforma

**Post:**

**NOTE ESSENTIAL CHARACTERISTICS REQUIRED UNDER EACH HEADING**

**Attainments/Experience:**

**Level of "Footballing" Experience:**

**Level of Coaching Experience:**

**Aptitudes, Abilities & Skills:**

**Experience of Working with Children and Young People:**

**Personal Qualities/Disposition:**



**Physical Requirements:**



## S&DFL Management Committee Recruitment

### CONFIDENTIAL

### VOLUNTEER REFERENCE FORM

( ) has expressed an interest in becoming a member of our league management in the capacity of ( )

As a junior football league we believe we should do all we can to promote the welfare of children who play football under the umbrella of our league and we will do all we can to protect them from bullying, abuse and exploitation.

In view of this commitment we would be grateful if you could let us know if you feel concerned in any way about ( ) being in close contact with children or young people or making decisions about their welfare and wellbeing

Yes I do hold concerns about ( )

No I have no concerns about ( )

If you have answered yes we will contact you in confidence.

If you feel happy to complete this reference, all the information you provide on this form will remain confidential and will only be seen by members of the executive committee who will approve ( ) becoming involved with the club.

We would be grateful if you would be as honest as you can in your evaluation of the applicant.

***How long have you known this person?***

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***In what capacity have you known this person?***

***What qualities do you feel this person has to be a volunteer working with and on behalf children and young people playing football under the umbrella of our league?***

***How would you describe his/her personality?***

***How would you rate this person in the following areas?***

	<b><i>Poor</i></b>		<b><i>Good</i></b>		<b><i>V. Good</i></b>
<b><i>Reliability</i></b>	<b><i>1</i></b>	<b><i>2</i></b>	<b><i>3</i></b>	<b><i>4</i></b>	<b><i>5</i></b>
<b><i>Ability to motivate others</i></b>	<b><i>1</i></b>	<b><i>2</i></b>	<b><i>3</i></b>	<b><i>4</i></b>	<b><i>5</i></b>
<b><i>Self motivation</i></b>	<b><i>1</i></b>	<b><i>2</i></b>	<b><i>3</i></b>	<b><i>4</i></b>	<b><i>5</i></b>
<b><i>Trustworthiness</i></b>	<b><i>1</i></b>	<b><i>2</i></b>	<b><i>3</i></b>	<b><i>4</i></b>	<b><i>5</i></b>
<b><i>Responsibility</i></b>	<b><i>1</i></b>	<b><i>2</i></b>	<b><i>3</i></b>	<b><i>4</i></b>	<b><i>5</i></b>

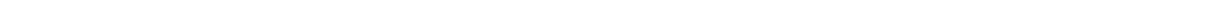
***Is there anything else you feel we should know about this person?***

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Thank you for taking the time to help us.





## S&DFL Management Committee Member Recruitment Procedures

