



# **Northampton Town Football Club**

## **Safer Recruitment Policy**



Northampton Town Football Club is committed to providing equality of opportunity for all the people with whom we work, and who work for us.

This policy applies to all staff, including managers, coaches and all other paid staff, volunteers and sessional workers, students or anyone working at or on behalf of Northampton Town Football Club.

### ***Reason for Policy***

The Board of Northampton Town Football Club, fully recognise that it has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual, or emotional harm and from neglect or bullying. In order to ensure that this standard is set and maintained the Board of Directors of NTFC endorse this policy, which seeks to put the right people in the right positions through the right actions. This means whether you are a paid employee, volunteer, helper on club trips/tours, football coach, club official or medical staff.

### ***Introduction***

Anyone undertaking a role that involves contact with or responsibility for children or young people should be taken through a safer recruitment process.

Most people who want to work in a paid or unpaid capacity with children and young people within sport are well motivated. Without them, sports clubs and organisations could not operate.

But whether the role is paid or not, it's important that the individual has the right skills, knowledge, and attitude for the role.

Some individuals may not be suitable to work with children due to gaps in these skills or due to previous concerns about conduct.

It is therefore essential that NTFC have effective and responsible recruitment and selection procedures for both paid staff and volunteers. These will help to screen out and discourage those who are not suitable from joining our club/organisation.

### ***Policy Statement***

Everyone working with children and young people in sport, education settings share an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in.
- identifying children who are suffering or likely to suffer significant harm, and taking appropriate action to make sure they are kept safe both at home and in the sport/education setting.

Achieving this objective requires systems designed to:

1. prevent unsuitable people working with children and young people;
2. promote safe practice and challenge poor and unsafe practice;



3. identify instances in which there are grounds for concern about a child's/young person's welfare, and initiate or take appropriate action to keep them safe; and
4. implement effective partnership working between all those involved with providing services for children/young people.

NTFC endorse and adopt the Responsible Recruitment guidelines for recruiting staff and volunteers and we will:

1. Develop a role profile (for those who hold specific operational responsibility for safeguarding)
2. Request identification documents
3. As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing.
4. Request and follow up with two references
5. Require an FA DBS (or CRC/Basic Police check if applicable) application to be completed by all applicants relevant to the role

All our current members who are regularly active for, supervising, training or being in sole charge of children and young people will be required to complete a DBS Enhanced Barring Disclosure every three years whilst in post.

If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of our club, guidance will be sought from The Football Association and the EFL.

It is noted and accepted that The FA and EFL will consider the relevance and significance of the information obtained via The FA CRB/DBS Unit and Enhanced DBS Disclosure and that all decisions will be made in the best interests of children, young people and vulnerable adults.

Northampton Town Football Club accept that The FA and other Sporting Organised Bodies aims are to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children or young people and to minimise the risk of 'grooming' within football.

### ***Roles and Responsibilities***

The Board of Directors of NTFC have the responsibility to ensure that effective policies and procedures are in place for safer recruitment of all staff and volunteers.

The NTFC Board and managers involved in recruitment have the responsibility:

1. To ensure that NTFC and its Academy operates safe recruitment procedures and makes sure all appropriate checks are carried out
2. To monitor contractors' and agencies compliance with our policy and legislative requirements
3. To promote the welfare of children and young people at every stage of the procedure.



## **Recruitment and Selection Procedure**

### ***Vacancy, Job Description and Person Specification***

Once a vacancy is identified a Job Description and Person Specification are written or reviewed and updated as necessary.

- NTFC will be required to advertise any position within the club, that requires the individual to hold a coaching certificate/badge or relevant qualification for the role, on the club's website, the EFL website and iRecruit for a minimum of 7 days. All other jobs will be advertised on the NTFC website, the EFL website and any other suitable recruitment websites.
- NTFC must appoint the successful candidate on the basis of merit alone. This is achieved for recruiting coaches to the Academy by using the iRecruit Platform.
- NTFC must provide details of the recruitment process to the EFL.
- NTFC will be permitted to fill a position by promoting an internal candidate (from a position requiring a coaching certificate/badge or relevant qualification only) without applying the above process. However, the position vacated by that individual must be filled in accordance with the new regulations.

The ideal start date is identified, and the recruitment timetable is planned out as far as is practicably possible, working backwards from this date.

### ***Advertising***

Vacancies at the NTFC are advertised in a variety of media. All advertisements we publish state: "NTFC is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check."

Our Policy on the Recruitment of Ex-Offenders is available upon request.

### ***Interviews***

All candidates are asked to bring with them proof of their identity, right to work in the UK and their qualifications. Only original documents are accepted. All documentation is required to be in accordance with the Immigration, Asylum and Nationality Act 2006 and the DBS Code of Practice Regulations.

All formal interviews cover the applicant's suitability for the role and suitability to work with children, exploring any gaps or anomalies in the application form and ensuring safeguarding criteria are met. This will include asking a minimum of 2 questions specifically about safeguarding, with at least of 1 question being scenario-based. The relevant recruiting manager or selection panel decide on the successful applicant. This panel will include a minimum of 2 interviewers, with at least 1 being safer recruitment trained.

The successful applicant is contacted by the manager by telephone and unsuccessful applicants are advised by email. Any unsuccessful applicant who requests feedback will be given verbal feedback. When candidates contact us, they will be signposted to the relevant recruitment process based on the role they would like to apply for. The updated Job Description and Person Specification are available on the website along with the job advertisement, standard application form or directions to iRecruit, and details of how to apply.



## ***Applications***

On application all candidates are informed that we require full information on:

- academic and employment history;
- suitability for the role.
- referees.
- a declaration about Criminal Record Checks and the DBS Children's/Adults Barred List and a
- declaration of eligibility to work in the UK.
- NTFC may also give consideration to requesting Basic Police checks if the role description warrants it.
- We also state here that the provision of any false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the DBS.

Upon receipt, all applications are acknowledged by email. Each application is checked for anomalies, discrepancies and any unexplained gaps in employment history to be highlighted, before shortlisting takes place.

Applications are shortlisted by the recruitment panel, which usually comprises of a minimum of two people. One of the people on the panel will be safer recruitment trained and where relevant, a member of the club's safeguarding provision will also be part of the panel.

## ***Offer of Appointment***

A Conditional Offer of Appointment is made in writing to the successful candidate: the offer is made subject to:

1. Production of proof of eligibility to work in the UK.
2. Receipt of at least two references satisfactory to NTFC Academy (if these have not already been received).
3. Verification of identity and qualifications.
4. A satisfactory DBS Certificate, CRC, or Basic Police check whichever is applicable and completion of an EFL Staff Self Declaration form. All staff and volunteers who have access to children to undergo a DBS check and will not be allowed to work in any unaccompanied capacity until clearance has been received by the Club's DSO. Students recruited as part of a placement/work experience with an Enhanced DBS completed by their University will not need to complete an NTFC DBS providing they have completed both an NTFC Self-Declaration and Volunteer agreement. Any new employees' or volunteers that use the DBS Update Service will not need to complete an NTFC DBS application if they can provide their details of their most recent check.

## ***References***

Once a position has been offered, we will request references where appropriate. On receipt of references the information provided is checked for accuracy against the information that has been provided by the applicant on their application form and during the interview procedure. Any discrepancies or areas of concern will be taken up with the applicant immediately. We do not accept



open references or those from relatives or those writing solely in the capacity of friend. Where we obtain telephone references we then follow up with requests for written references.

### ***Risk Assessment***

Holds a current enhanced DBS – Risk Assessment dictates whether the employee can start immediately without being supervised. An NTFC DBS process is then started.

Doesn't hold a current enhanced DBS - Risk assessment dictates employee needs to work under supervision. An NTFC DBS process is then started.

1. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as NTFC may require in accordance with the statutory guidance.
2. Medical fitness for the role and duties.
3. The entries on the application form proving to be complete and accurate.

If a DBS certificate is provided, but there is content on the certificate, an additional risk assessment may be required to ensure the candidate is suitable and safe to work in the job role.

### ***Starting Employment***

Upon starting employment, the employee will be informed that they are on a three-month probationary period. As part of the Induction process, each employee will be made aware of their responsibilities in relation to Safeguarding Children and Young People by the SSM/Lead DSO/Departmental Lead. In addition, they will be expected to complete a three-hour workshop (should the role require). In so doing, we are meeting our obligations as an employer, reinforcing our commitment to ensuring that NTFC is safeguarding children, young people, and employees alike.

### ***Safeguarding Training***

The Club will ensure that there are qualified and designated individuals within the organisation that will take the lead on ensuring that the Club does all it can to meet its statutory and moral obligations.

A Safeguarding induction is provided for all new starters, including full time, part time and casual members of staff. This induction is provided by the SSM/Lead DSO/Departmental Lead. More specific training (internally and/or externally) is given to people based on their job role and the need of the person. Other staff who are in direct contact with children will attend NTFC-led Awareness Training.

All relevant Academy staff are required to complete the FA's three-hour Safeguarding Children Awareness Workshop and undertake a refresher course at least once every two years. Details of satisfactory completion are held on the SCR which can be accessed by the Club DSO and the HR team. Other club staff are to complete the Basic Safeguarding Awareness training, PREVENT training and the EFL Playing for Inclusion online module.

Training is provided to all relevant staff as part of their own CPD. Following the release of new legislation that will have an impact on any work being carried out by the Club, the SSM/Lead DSO



will ensure that all personnel are made aware of this and that it is incorporated into ways of working.

Northampton Town Football Club is committed to ongoing safeguarding training and development, appropriate to the role of the employee and the level of their involvement with children, young people, and vulnerable adults.

### ***End of Employment***

At the end of employment whatever the circumstances, the employee will be offered an exit interview and references will be provided if requested. A record of the exit interview and copies of references provided will be retained on file by the football club.



## DOCUMENT CONTROL 2019-2022

### CHANGES HISTORY

**Annual review & coming into line with EFL Standards – Julie Delauney, DSO**

#### Review dates

August 2019
September 2020
August 2021

### Approvals

**Policy approved by James Whiting, NTFC CEO &  
Nick Ancel NTFC Club Secretary & SSM**

#### Review dates

August 2019
December 2020
August 2021

**Distribution – to all staff, players, parents and volunteers**

September 2019
January 2021
August 2021

**DOCUMENT CONTROL 2022 onwards**





## CHANGES HISTORY

**Annual review & coming into line with EFL Standards – Pete Stephenson, DSO**

### Review dates

August 2022
August 2023

### Approvals

**Policy approved by James Whiting, NTFC CEO & Julie Delauney Academy Operations Manager & SSM**

### Review dates

August 2022
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**Distribution – to all staff, players, parents and volunteers**

September 2022
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