



Volunteer Recruitment Procedure

1. Introduction

The intentions of most people involved in football involving children and young people are good. However, Timperley Villa YFC (the Club) recognises the responsibilities clubs have to safeguard the welfare of all children and young people participating in football by providing a safe and enjoyable environment.

When the Club recruits new members all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. In addition, the Club's volunteer selection decisions must be consistent and fair at all times. This Procedure outlines the methods which the Club should use to assist with recruitment choices.

2. Planning

The first stage of any recruitment process involves planning. Club officials should draw up a role profile which highlights the main areas of the 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 must treat every applicant in a fair and consistent manner.

3. Advertising

In order to attract new volunteers it may be necessary to advertise outside the Club itself, for example, on a sports hall notice board, a local school, shop/community hall or newspaper. The advertisement should reflect the Club's Child Protection Policy and it should contain the skills and experience required and the duties to be undertaken. However, it should not discriminate in terms of age, race, gender or disability.

4. Application Form

The Club 'Volunteer Application Form' should be used to collect information on each applicant. A fully completed application form is essential as part of the vetting process, CVs should not be accepted. The Club Child Welfare Officer and at least one other Club Committee member should look at the application forms to ensure that fair and equitable scrutiny is completed.

5. Meeting/Interview and Verifying Information

Club Committee Members should meet with all applicants prior to any recruitment decisions being made. The Club Child Welfare Officer and at least one other Club Committee member should be present. The meeting/interview should be used to enable the Club to explore further the information provided in the application form. The Club should also ask to see identification documents to confirm the identity of the applicant, for example, a passport or driving licence, and a record should be made on the Volunteer Recruitment Interview/Meeting Record form of these having been seen.

The questions to be asked at the meeting/interview should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations.

The applicant should be asked to bring their original certificates for their relevant qualifications. It is very easy for applicant to falsify certificates if copies are accepted. A copy should be kept on file.



Volunteer Recruitment Procedure

Whilst it is important to elicit information regarding an applicant's technical capabilities it is also necessary to explore his or her attitudes and commitment to child welfare. Listed below are examples of the types of question that should be used to discover this information:

- Tell us about any previous experience you have working with children or young people.
- Give a child related scenario and ask the applicant what they would do. For example, 'it is a winter evening and the training session has finished. A parent has not arrived to pick up their child – what would you do?' The applicant would be expected to say that they would stay with the child and contact the parents to find out where they were.
- Is there anything we should know that could affect your suitability to work with children or young people?

A record of the meeting/interview should be made on the Volunteer Recruitment Interview/Meeting Record form.

6. References

At least 2 references should be requested from individuals who are not related to the applicant, using the Club 'Volunteer Reference' form. 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.

7. CRB Vetting

All volunteers are required to have Enhanced CRB vetting undertaken. This should be arranged through the Club Child Welfare Officer.

8. Post Recruitment

It is important that once a new volunteer has been recruited follow up action is taken:

- Any relevant qualifications should be substantiated if this has not already been done (see above).
- That new volunteers are made aware of and sign up to the Club's Child Protection Policy, and the other Club Rules, Policies, Procedures and Codes of Practice.
- That any training needs are established and actioned.
- A statement of the roles and responsibilities of the new volunteer is prepared where appropriate.
- An initial period of supervision/observation should be introduced until such time as a new volunteer has received their Enhanced CRB clearance.

Date: 18 July 2006