

Academy Staff Safer Recruitment Policy



Policy Statement

Scunthorpe United Football Club endorses the use of The FA Criminal Records Checks (FACRC) through the Disclosure and Barring Service (DBS) to ensure appropriate assessment for clearance for work in football for those working with children, young people or vulnerable groups. It is anticipated that all positions within the Academy and some within the wider Club will require a DBS check to be carried out and Safeguarding is to be embedded throughout the entire Staff Safer Recruitment Process to ensure only suitable candidates are appointed to all and any position.

Our Staff Safer Recruitment policy will is to clearly identify the role and responsibilities of each job and its contribution to the business as a whole, being flexible where possible in our working practices in order to attract and retain a high calibre of employee and to identify positions that will be working with children, young people or vulnerable groups.

Policy

- * We will endeavour to provide appropriate staffing levels in all areas in line with agreed business needs.
- * Our recruitment practices will be viewed as fair and professional to both internal clients and potential employees.
- * We will actively promote the appointment of internal candidates whilst ensuring that this does not compromise on our recruitment standards.
- * We will actively encourage managers to review their department structure in order to review the necessity for recruitment.
- * Where possible we shall ensure that external appointments will be made at least one level below board level.
- * We will ensure that the remuneration for a given position is sufficient to recruit and retain the appropriate calibre of staff.
- * All external advertising will be professional and portray the desired Club image in line with corporate advertising.
- * Since each appointment is viewed as a key business decision, the recruitment process will be geared to identifying the key skills, knowledge and attitudes required in the successful candidate.
- * Employees will be recruited on the basis of their qualifications and experience to do the work to be performed, regardless of sex, sexual orientation, gender reassignment, marital status, pregnancy or maternity, ethnicity, religion, age, and disability . In view of this, we will ensure that each manager adheres to the Equality Policy and provides management information in relation to this.
- * We will ensure that each new recruit undergoes induction training in order to maximise the rate of individual and organisational learning.
- * We will continuously review the success of our recruitment process and in doing so continue to improve upon it.

Roles in the Staff safer Recruitment Process

Managers

Managers are responsible for developing their staff to ensure proactive succession planning within

their department. Where changes in human resource requirements are necessary, they will consider alternatives to meet short-term requirements. They will consider all applicants and make the recruitment decision in line with the Club's Equality Policy.

HR Consultant

Provides support to managers in exercising their responsibilities specifically in the following areas:

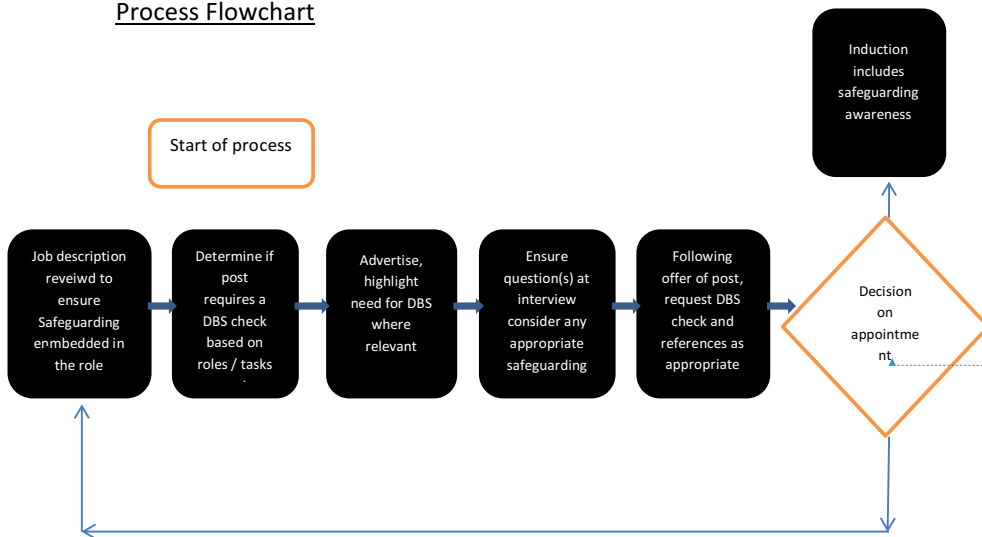
1. Advising on appropriate recruitment methods
2. Planning the recruitment process
3. Drafting job and person specifications
4. Establishing the market rate of pay for the position
5. Assisting with the interviewing and testing of candidates
6. Assisting with / obtaining employment references
7. Monitoring equal opportunities in line with EFL regulations.
8. Making offers of employment

Process

- * Prior to vacancies arising we will prompt managers to consider actively succession planning within their department so that vacancies can provide development opportunities for other individuals within the department.
- * We will initiate discussion with the managers to ascertain if a vacancy requires advertising, or if it can be filled by a change of job responsibilities within the department, or if temporary cover is more appropriate. This will include specific statements on the Safeguarding, and Equality and highlighting the requirement for a DBS check.
- * Once a vacancy has been identified, we will work closely with the appointing manager to produce a job and person specification capable of supporting selection decisions of the highest standards.
- * We will advise on appropriate objective assessment methods that will identify the key criteria as outlined in the job and person specifications.
- * Recruitment process, timetable and service standards will be agreed in conjunction with the appointing manager.
- * All jobs will be advertised internally. External advertising will only take place when there is reasonable justification, for example, where a position carries very tight person specification criteria that only a limited number of people are likely to fit.
- * All advertising will be non-discriminatory against gender, marital status, creed, colour, race, ethnic origin, nationality or disability and will not contain matters likely to cause widespread offence.
- * Advertisements will be as specific as possible and geared to attracting only those who fill the essential person specification criteria.
- * Response handling will be dealt with efficiently and professionally. We will ensure that applications are acknowledged within two days of receipt and applicants will be informed about when they are likely to receive further communication.
- * Active consideration of all applicants will take place regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, and disability or union membership status. This process will be monitored and management information produced. Consider gaps in CV.
- * Interviews will take place with at least two relevant SUFC staff conducting the interview. Notes of the interview will be kept. Suitable questions / scenario's surrounding safeguarding and inclusion will be asked to all candidates regardless of the position for which they are applying.

- * Working interviews will be conducted for all full-time coaching positions, observed by the Head of Academy Coaching and / or the Academy Manager.
 - * Where a DBS has been determined as necessary, all relevant job offer will be made on condition of this.
 - * All job offers will be made on condition that the successful candidate can provide two business references which are satisfactory to us, undergoes a medical examination whose results are acceptable to us (if required) and, where qualifications have been stated to be essential for the successful candidate, has furnished proof of their compliance with that requirement. All references will need to be written references, received prior to the commencement of employment, and these will need to be kept on the employee's file.
- Until all three conditions have been met, an unconditional offer will not be issued.
- * All successful candidates will, wherever possible, receive a copy of the terms and conditions on which employment is offered with their offer letter.
 - * Prior to an individual commencing employment, a tailored induction process will be designed and carried out upon commencement of employment. This will specifically include Safeguarding Awareness.
 - * After the individual has been appointed, we will review the recruitment process with the manager to ascertain what went well and where improvements could be made. On a regular basis we will examine the longer-term effectiveness of our recruitment strategy and make amendments where necessary.

Process Flowchart



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