



## **Sutton United Football Club (Sutton Coldfield) Safer Recruitment Policy**

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## **Safer Recruitment Policy**

Effective: 1 July 2025

Review Date: 30 June 2026

### **1. Introduction**

Sutton United Football Club (Sutton Coldfield) is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults who come into contact with the Club. We recognise that safer recruitment of staff and volunteers is the first vital step in this commitment.

As an employer and voluntary organisation, the Club expects all staff, trustees, coaches, and volunteers to share this commitment and uphold the highest standards of safeguarding practice, in line with The FA's Safeguarding Policies and Regulations, Keeping Children Safe in Education (KCSIE), and Working Together to Safeguard Children.

### **2. Aims & Objectives**

This policy aims to:

- Deter, identify, and reject individuals who may pose a risk to children or vulnerable groups.
- Ensure a fair, consistent, and transparent recruitment process in line with employment law and safeguarding regulations.
- Recruit the best candidates based on merit, abilities, qualifications, and suitability to work with children.
- Comply with statutory safeguarding requirements, including enhanced DBS checks and safeguarding training.

### **3. Roles & Responsibilities**

The Club Board of Directors / Trustees will:

- Ensure effective recruitment and safeguarding policies are in place.
- Monitor compliance and provide oversight of safer recruitment practice.

Managers, Coaches, and Recruitment Leads will:

- Operate recruitment in line with this policy and legal requirements.
- Ensure that all safeguarding checks are completed prior to appointment.
- Monitor agencies, contractors, and third-party providers for compliance.



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The Club Welfare Officer will:

- Oversee safeguarding checks, including DBS and references.
- Maintain the Single Central Record of staff, coaches, and volunteers.
- Report safeguarding recruitment concerns to The FA and statutory agencies if necessary.

### **4. Recruitment & Selection Procedure**

Advertising

- All posts will be openly advertised.
- Adverts will include a safeguarding statement and commitment to child welfare.

Application

- Applicants must complete the Club's application form (CVs not accepted alone).
- Candidates must explain any gaps in employment history.
- Providing false or misleading information may result in rejection or dismissal.

Job Descriptions & Person Specifications

- Must be finalised before recruitment begins.
- Will include clear safeguarding responsibilities.

References

- At least two references will be obtained, including the most recent employer.
- References will be verified by direct contact.
- Open testimonials or family references will not be accepted.

Interviews

- Interviews will assess safeguarding knowledge and suitability.
- At least one panel member will have completed FA Safer Recruitment Training.
- Candidates must bring original ID, qualifications, and proof of address.

### **5. Offer of Appointment & Pre-Employment Checks**

Offers are conditional on:

- Satisfactory enhanced DBS clearance.
- Verified references.
- Proof of identity and right to work in the UK.
- Verification of qualifications.
- Medical fitness (self-declaration and, if necessary, occupational health assessment).
- Overseas police checks (for applicants who have lived abroad for 3+ months).



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The Club will re-check DBS certificates every 3 years or sooner if required.  
Staff and volunteers must disclose any cautions, convictions, or safeguarding concerns arising during employment.

### **6. Induction & Training**

All new staff and volunteers will complete an induction, including:

- Club Safeguarding Policy & Codes of Conduct.
- FA safeguarding training (minimum: Safeguarding Children Workshop).
- Clear expectations around behaviour, boundaries, and whistleblowing.

### **7. Record Retention & Data Protection**

Recruitment records will be retained securely for 6 months, then destroyed.  
The Single Central Record will be maintained in line with FA and statutory requirements.  
Data will be managed in compliance with UK GDPR / Data Protection Act 2018.

### **8. Ongoing Employment & Monitoring**

Safeguarding responsibilities extend beyond recruitment.  
Staff and volunteers will undertake regular safeguarding refresher training.  
Allegations or concerns will be managed under the FA Safeguarding Children Regulations and the Club's Disciplinary Policy.

### **9. Monitoring & Evaluation**

The Club Welfare Officer and Board of Trustees will monitor recruitment practice.  
Annual reviews will be carried out to ensure compliance with legislation and FA regulations.

### **10. Version Control**

Policy Start Date: 1 July 2025

Review Date: 30 June 2026

Approved by: Sutton United Football Club Board