

# Recruitment Policy

Our recruitment policy

This policy applies to all the day to day running of the GT7 Football Academy.

The purpose of this policy is:

- To ensure a safe and enjoyable environment by carrying out sound recruitment and selection procedures to appoint coaching staff
- To protect children and young people when volunteers are sought to work with them
- To prevent unsuitable people from working with children and young people

We take responsibility for:

- Ensuring roles within the GT7 Football Academy are clearly defined
- Collecting information on each applicant in a consistent way
- Scrutinising applications fairly and equitably
- Obtaining identification documents to confirm the identity of each applicant – for example: a passport or driving license providing photo ID
- Meeting with everyone who has applied for the post or offered to volunteer before any decisions about taking them on are made
- Ensuring more than one official is present at all meetings/interviews
- Obtaining at least two references from individuals who are not related to the applicant
- Obtaining Criminal Record Checks (CRCs) from all current and prospective GT7 Football Academy coaches and volunteers
- Ensuring up to date CRCs are kept on file by the GT7 Football Academy at all times

Once in post we will ensure that:

- New volunteers are made aware of and sign up to the club's Safeguarding Children policy and procedures, best practice guidelines and codes of conduct
- They attend The FA's Safeguarding Children Workshop
- A period of supervision/observation or mentoring is introduced to support the new volunteer