



Swindon Town FC Safer Recruitment Policy

| Version I.D | Reviewed by | Update details | Issue Date | Review Date | Endorsed by |
|-------------|-------------|----------------|------------------|--------------------------------|-----------------|
| 1.5 | Kirk McGinn | Annual Update | 21st August 2023 | 1 st September 2024 | Hannah Peterkin |

SWINDON TOWN FOOTBALL CLUB



Safer Recruitment

Swindon Town Football Club endorses and adopts the FA's Responsible Recruitment guidelines for recruiting staff, including volunteers and works in accordance with the procedures laid out in part 2 of Working Together To Safeguard Football.

Sound recruitment and selection procedures will support the organisation to screen out those who are not suitable to work for the organisation.

Step 1 - Planning and advertising

The key responsibilities for the role are agreed, together with the skills and experience which the perspective employee / volunteer will need to have to fulfil the role.

All job/role descriptions include reference to individual safeguarding responsibilities.

All adverts for roles within the organisation will include a safeguarding statement.

Step 2 – Application Process

Perspective candidates are required to complete an application form.

Completed applications are scrutinised by a panel.

A check is made to ensure that the application form has been completed in full (including sections on criminal records and self-disclosures), ensuring any gaps in employment are accounted for.

At least one member of the panel has completed additional training about safer recruitment.

Step 3 – References

Two references are sought from short-listed candidates.

These should not be from relatives of the candidate.

One reference is requested from the candidate's place of work , if applicable and if possible, one that demonstrates their involvement with sport involving children and young people.

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Step 4 – Interviewing

Interviews take place face to face.

At least one safeguarding question is asked.

Short-listed candidates who attend an interview are required to provide proof of identification.

Step 5 – Checks completed once an appointment has been made

The successful candidate will be offered the job/role subject to DBS checks being satisfactory. This is made clear in the letter sent to the successful candidate.

An enhanced DBS check is completed for all new staff / volunteers. Should a DBS check reveal information about previous convictions, this information will be considered by Swindon Town Football Club and decisions will be made in accordance with legislation and in the best interests of children and young people. Unless they've been barred from working with children or vulnerable adults, ex-offenders shouldn't necessarily be excluded from working within the club.

The following questions will be considered:-

- What's the nature of the role?
- Is the offence relevant to the role?
- What's the nature of the offence, and how serious is it?
- How old was the applicant at the time they offended?
- How long has it been since the offence occurred?
- Was the offence revealed at the application stage?

For adults who will be working in regulated activity (unsupervised) a check against the barred list for 1.) child and 2.) vulnerable adults will also be completed. It is an offence for someone who has been barred from working with children / vulnerable adults to work in regulated activity with children/vulnerable adults.

Swindon Town Football Club aims to prevent people with a history of relevant and significant offending from having contact with children, young people and vulnerable adults.

Information about recruitment, including disclosure numbers and identity checks is held centrally by Swindon Town Football Club on a central record.

Step 6 – Induction of new staff /volunteers

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Following the appointment of a new member of staff or a volunteer, safeguarding and child protection induction is provided. This includes provision of:-

Safeguarding and child protection training, which includes the procedures to follow if concerned about a child, young person or vulnerable adult.

Swindon Town Football Club's Safeguarding and child protection policy and procedures and related documents

Information about key safeguarding personnel within Swindon Town Football Club and contact details

Staff and volunteers are asked to sign to acknowledge that this induction has been completed.

Version 1.3

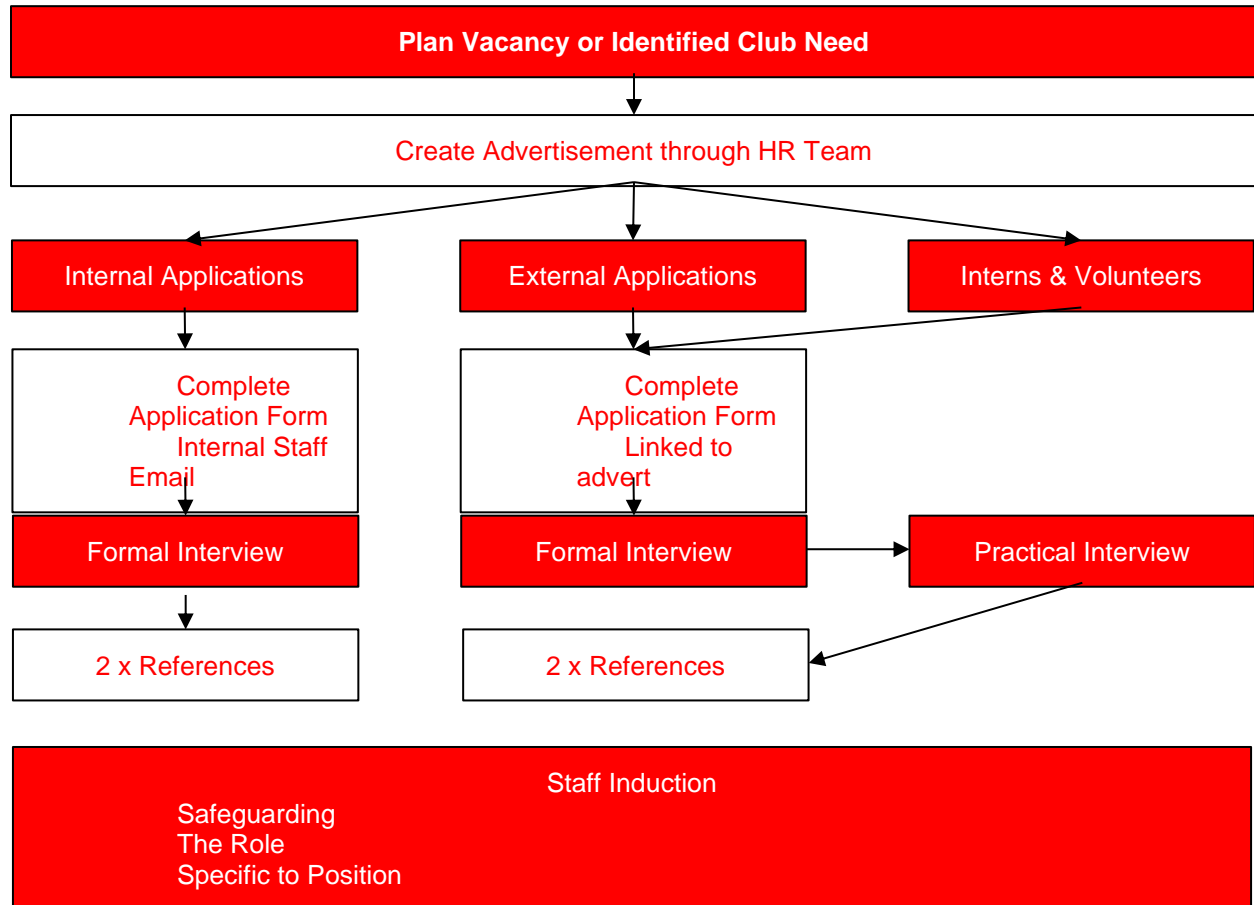
Signed.....

Date of Renewal 1st July 2023

Rob Angus

Chief Executive

SWINDON TOWN FOOTBALL CLUB



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APPLICATION FOR EMPLOYMENT

All sections of this form must be completed and sent back to the hiring manager along with your up-to-date CV and cover letter

Position Applied for:

PERSONAL INFORMATION

Surname:

First name:

Title:

National insurance number:

Address:

Postcode:

Home telephone number:

Mobile telephone number:

E-mail address:

Are you eligible to work in the UK?

Do you hold a UK driver's licence?

If yes, do you have any points or convictions against you?

EMPLOYMENT HISTORY

Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. It is important that you include periods of unemployment. If you are short-listed we will obtain references.

PRESENT EMPLOYMENT

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Name of employer:
Address:
Postcode:
Job title:
Dates of employment:
Salary:
Reason for leaving:

PREVIOUS EMPLOYMENT

Name of employer:
Address:
Postcode:
Job title:
Reasons for leaving:

RELEVANT EDUCATION & QUALIFICATIONS - please start with the most recent.

Name of establishment:
Dates attended:
Qualification achieved:

Name of establishment:
Dates Attended:
Qualification achieved:

Any other qualifications relevant to the role:

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GETTING TO KNOW YOU

Why do you want to work for Swindon Town FC and what attracted you to this role?

Briefly outline your skills and experiences that make you a good fit for this role:

What is your biggest professional & personal achievement so far?

Employment Checks for the Safeguarding of Children (under 18 years of age) *for work in the Academy*

Swindon Town are committed to safeguarding and promoting the welfare of children and adults at risk. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS. IF you do not already have one you will be required to under go this check

Please provide us with 2 references. One must be you latest employer.

First and last name:

Organisation:

Relationship:

E-mail address:

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Contact number:

First and last name:

Organisation

Relationship:

E-mail address:

Contact number: