



SAFER RECRUITMENT & SELECTION POLICY

Policy Purpose

The purpose of this policy is to:

- Achieve a consistent and equitable approach to recruitment and selection
- Ensure that all job applicants are considered equally and consistently and to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- Aim to deter, identify, and to recognise candidates who may be unsuitable to work with children and vulnerable young adults. Safer recruitment practices are considered at every stage of our recruitment process including full DBS checks where relevant to ensure our staff and volunteers are suitable to work with children and young people and plays a vital role in creating a safe and positive environment
- Seek to eliminate discrimination and promote inclusion and equal opportunities for everyone in employment, thereby enhancing the diversity and range of people employed at the Club
- The Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees at all stages of recruitment and selection and is committed to the Club's Code of Conduct for all staff
- Safeguard children and vulnerable adults at risk and to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the [Department for Education https://www.gov.uk/government/publications/keeping-children-safe-in-education--2#full-publication-update-history](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2#full-publication-update-history)

Scope

This policy will define the approach that will be used by all staff, volunteers and trustees involved in the selection and recruiting procedure

Policy Statement and Guiding Principles

Burton Albion Football Club seeks to constantly improve performance as an organisation. To make this a reality, we endeavour to recruit from the widest range of talent and abilities.

Our aim is to select candidates from diverse backgrounds, skills, and abilities, who will increase and enhance the quality of the service Burton Albion provides.

We will always endeavour to provide opportunities for development and career progression to current employees and will advertise vacancies both internally and externally.

To help achieve these objectives we will:

- Ensure that every Line Manager regularly reviews the organisation of their department and the job responsibilities and roles of the individuals within it. This will be completed through the individual performance review process when a vacancy arises and at regular budget planning meetings.
- Ensure that Line Managers consider the extent to which vacant posts could lend themselves to flexible working, job sharing, work life balance, to attract a wider range of candidates.
- Endeavour to reach under-represented groups and ensure that discrimination does not take place at either the application or selection stage. Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments.





- Ensure that all candidates with a disability that meet the minimum requirements as detailed in the job description and person specification will be considered in the interview selection process.
- Ensure that recruitment procedures are regularly updated in line with changes in legislation and best practice and ensure that reasonable adjustments are made to the recruitment process to ensure that no candidate is disadvantaged.
- Ensure the process is user friendly and carried out to the highest standard.
- All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA18).
- Ensure that the selection criteria are published at the onset of the process and are consistently applied.
- Ensure that all employees are aware they must declare a conflict of interest as soon as they are aware of a close personal or familiar relationship with the applicant and then avoid any involvement in the decision making process.
- Burton Albion does not make payment for interview expenses.
- All pre-employment checks must be recorded on our Club's single central record in line with the guidelines published in 'Keeping Children Safe in Education'. Documents verifying the employee's identity, right to work and required qualifications shall be retained on their confidential HR file.

Complaints

Complaints from internal or external candidates will be investigated by the HR Recruitment Team and will be responded to within 14 days.

Any acts of discrimination and/or abuse of the recruitment process by employees may be treated as a disciplinary offence, which will be considered under the disciplinary procedure and could result in dismissal.

Monitoring and Evaluation

This policy will be monitored through:

- Feedback from applicants
- Staff turnover – reasons for leaving
- Feedback from selection panels

This policy will be reviewed regularly or when changes in legislation, best practice indicate/dictate.

For further details of our Safer Recruitment Process, please call 01283 565938 or email bafc@burtonalbionfc.co.uk

