Policy Name	**Safer Recruitment of Staff & Volunteers Policy**
Policy Owner	Helen Meadows – Human Resources
Compiled by	Helen Meadows – Human Resources Rachel Green – Safeguarding
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Approval by	Dawn Gore – Chief Executive Liz Elsom – Head of Safeguarding

Introduction

Peterborough United Football Club seeks to employ a high calibre of staff. We also set out to deter and identify prospective applicants who are unsuitable for work with children or young people, ensure we meet statutory requirements of the EFL Safer Recruitment Guidelines, Keeping Children Safe in Education 2025 and the Equality Act 2010. We ensure we treat all applicants fairly and clearly.

The following sections present the policies and procedures to be followed with regard to the recruitment process to ensure that our Safer Recruitment processes are adhered to at all times.

Identification of recruiting panel

Where possible, we will have a minimum of two people on our recruiting panel and the same two people are involved at each step of the recruitment process, where required.

Those interviewing will have received training in safe recruitment procedures. Ideally, at least one person attending the interview will be safer recruitment trained.

Advertising

- A full job description and person specification will be drawn up to ensure we are clear in the duties and responsibilities and the requirements for the role are clearly identified.
- In most circumstances we will use the Peterborough United website to advertise any new vacancies, this ensures internally and externally roles are made known to all staff.
- Some vacancies in our Academy are required to be advertised using the EFL iRecruit application system. Where this is required, we enable this.
- We advertise roles more broadly, where required on social media, LinkedIn and nationwide online job boards. This ensures we reach all communities and a diverse pool of applicants.
- Recruiting Managers will also consider the below outlets for advertising vacancies (free of charge), to address under representation in our workforce:
    1. EFL - Sophie Jefferson sjefferson@efl.com
    2. Indeed
    3. LinkedIn
    4. Jobs in Football - https://pricing.jobsinfootball.com/employers/pricing
    5. Kick It Out (info@kickitout.org)
    6. Level Playing Field (info@levelplayingfield.org.uk)
    7. Women in Football (jobs@womeninfootball.co.uk)
    8. Pink Jobs (Click Here)
    9. Sporting Equals (Click Here)

- All our adverts and jobs board include a ''safeguarding and equality statement' which gives details of our approach to our equal opportunities policy and safe recruitment procedures

Peterborough United is committed to safeguarding and promoting the welfare of children and young people and ensuring equality in the workplace. PUFC expects all staff and volunteers to share this commitment.

Job application
Applicants will apply by submitting an Application form (as per the EFL Safer Recruitment and Keeping Children Safe in Education 2025). A CV and cover letter may be also supplied to support the Application form, or via the Application portal on iRecruit. Available to applicants will be the full Job Description and Person Specification which includes the shortlisting criteria.

Recruitment will be on the basis of candidates' qualifications and experience to undertake the work to be performed regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

Alternative formats, reasonable adjustments to the recruitment or application process will be made where requested by applicants. Reasonable adjustments will be considered throughout our recruitment process and again applicants are encouraged to let us know what these are.

Short-listing

- We shortlist all candidates against the person specification for the post based on qualifications, skills and experience.
- Where we are able to, we let applicants where they are not successful
- We encourage and welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender identity, ethnicity, religious belief, disability or sexual orientation and any protected characteristic under the equality act 2010.

Interview stage

- Interviews may include telephone interviews, MS teams/video calls or face to face. A face-to-face interview will always take place where this is the only interview.
- Where possible a minimum of two people, usually the Manager, and one other, will sit on the interview panel. Both will be involved in the overall decision making.
- At the interview or throughout the onboarding process, each candidate will supply their proof of right to work in the UK. Applicants are not able to commence working until this has been evidence and verified. All offers of employment are subject to satisfactory background checks and in accordance to the EFL Safer Recruitment guidance. This applies to new employees and employees moving roles internally and where applicable.
- At the interview, candidates will be questioned using the same set criteria and same questions. The questions will be formulated from the essential criteria listed in the person specification.
- Candidates will always be required to:
    - explain satisfactorily any gaps in employment
    - confirm dates of employment and leave dates
    - explain satisfactorily any anomalies or discrepancies in the information available declare any information that is likely to appear on a DBS/CRB disclosure
    - demonstrate their capacity to safeguard and protect the welfare of children and young people
- Each shortlisted candidate may be asked to take part in a practical exercise or presentation dependant on the role and where relevant (e.g. coaching).

- The hiring manager will then select the most suitable person for this position based on their experience, qualifications, knowledge and understanding of the role.
- Each candidate will receive communication stating whether they have been successful or not.

Employment checks

The successful candidate will be offered the position subject to at least two references from previous employment and from a work email address. Character references are not accepted for employment roles.

Referees will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

References will be re-taken, where required, for staff changing roles internally. Dependant on the change, references may be taken externally or internally or both.

Referees will always be asked specific questions about

- the candidate's suitability for working with children and young people
- any conduct or issues that relate to the safeguarding of children
- the candidate's suitability for the new post

The successful candidate will be subject to an enhanced Disclosure and Barring Service (DBS) check whether they currently hold an enhanced CRB or DBS check or not. This will be completed before the member of staff commences work.

All formal qualifications will be checked against actual certificates and copies taken for their personnel files.

Where any background check is returned not satisfactorily, the offer of employment will be considered and withdrawn should the person not meet PUFC's high standards of suitability.

Induction

- For all new staff, a clearly written and structured induction programme is in place. The programme includes training, shadowing and opportunities to read, understand and discuss the club's policies and procedures.
- New staff members will be provided with a copy of the following:
    1. Equality, Diversity and Inclusion Policy
    2. Safeguarding Policy
    3. Health and Safety Policy
    4. Staff Handbook
- An induction plan sets out what new staff members will cover before beginning work and during the induction period.
- Throughout the induction period, all new staff members will receive regular meetings with the manager or mentor to discuss their progression in the role and identify any further training and development needs.
- Staff are subject to probation and ongoing monitoring.
- Any reasonable adjustments to the working environment or working pattern should be discussed with the manager during the induction period.