

# SUTTON COLDFIELD

## PRIMARY SCHOOL DISTRICT FA



### SCPSDFA - Recruitment and Employment Policy

The association does not normally advertise for staff, but recruits as a result of recommendations or by individuals applying directly to the SCPSDFA officers.

The association seeks to keep a balance of volunteers/coaches who are, or were, employed within the education sector and those from the wider community. Nearly all applicants will have previously attended district matches and be aware of the association's activities.

All staff, coaching or otherwise, must satisfy the committee of their suitability to be involved with SCPSDFA in terms of personal ethics, expertise and experience. The ethos of the association and adherence to association procedures, policies and beliefs will be expected of its members at all times.

Coaching staff must not be parents, guardians or close relatives of current players unless they have coached or held office previously with SCPSDFA.

Potential recruits will have an informal interview with at least one SCPSDFA Trustee in order to establish motives and background and to discuss a possible role within the organisation. Applicants must complete a SCPSDFA Officials and Volunteers information sheet.

Formal interviews and the obtaining of references will take place as necessary. The association reserves the right to conduct any legally acceptable enquiries it feels necessary to satisfy itself of the competency of an applicant, including verification of data/qualifications supplied. A key recruitment requirement is that potential recruits understand that the wellbeing and welfare of children is of paramount importance.

All coaching staff must have or obtain an enhanced DBS clearance, have undertaken the FA's Safeguarding Children Workshop, attended an approved first aid or emergency aid course and be a current FA Licensed Coaches Club member.

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Up-to-date records of all volunteers working within the association and their relevant qualifications/clearances are kept in a secure database held by the SCPSDFA Welfare Officer.

The association Chairman will conduct a short meeting with each SCPSDFA coach/staff member towards the end of each season in order to establish roles for the following season and to address any concerns that may have arisen.