



# Volunteer Policy

Last reviewed: 20/05/23

## Introduction

Barnwood United AFC badge is a club proud to hold an FA accredited status and the football community respect which comes with that, which brings respect in the football community. Therefore, it's critical that we do everything we can to ensure the people wearing our badge and/or fulfilling roles in our organisation are suitable for their roles and up holds the values and behaviours of the club.

## Underpinning Principles of this Policy

The Volunteer Policy aims to ensure that the recruitment and selection processes used by Barnwood United AFC:

- Incorporate relevant vetting and checking procedures including a robust induction;
- Provide ongoing training and development;
- Meet the requirements of The FA Safeguarding Operating Standard.

This policy outlines the steps Barnwood United AFC will take to ensure those who volunteer are safe to work with children and young people and its main purpose is to:

- Prevent unsuitable people from applying and working within the FA, via our County affiliation with Gloucestershire FA;
- Attract the best possible candidates to work or volunteer for Barnwood United AFC, to create and maintain a safe volunteer workforce.

The emphasis of this policy, as set out below, is on the recruitment and selection process to ensure the identification of the person(s) best suited to the role, whether paid or not, based on the applicant's abilities, qualifications, experience and attitude as measured against the role profile and person specification.

The Barnwood United AFC Code of Conduct Policy describes the behaviours we expect of volunteers, including coaches and players, after they have been recruited. Any deviations from the Code of Conduct will be considered by the committee for disciplinary action.

We are committed to monitoring and reviewing the upholding of this policy.

All those involved in the recruitment and selection of staff and volunteers for Barnwood United AFC will ensure all processes are conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

This Policy should be used alongside the following policies and guidance:

- FA/GFA Safeguarding Children and Safeguarding Adults at Risk Policies;
- The FA Safeguarding Operating Standard for CFAs;
- Disclosure and Barring Service (DBS) Guidance;
- GFA Whistle-blowing Policy;
- GFA Managing Allegations against Staff and Volunteers;
- Relevant GFA Codes of Conduct;
- GFA Induction process for Staff and Volunteers;
- Right to work and employment checks.
- And Barnwood United AFCs internal policies (including Code of Conduct, Safeguarding, Equality, Leadership, Health & Safety)

## Roles & Responsibilities

It is the responsibility of the Barnwood United AFC Chair, supported by the Barnwood United AFC Welfare Officer, as the Senior Safeguarding Lead, to ensure that structures are in place to support the effective implementation of this Policy.

Before convening any recruitment panel, the Barnwood United AFC Chair will ensure that at least one member of the interview panel has completed Safeguarding for Committee Members training, via the FA Portal.

The Recruitment Panel will ensure that safeguarding matters are central to the interview process.

## Equalities Legislation

Barnwood United AFC will comply with all relevant equalities legislation which is in force from time to time.

Barnwood United AFC will promote equality in all aspects of its endeavours, particularly regarding all decisions on advertising of roles and participation to diverse communities, appointing, promoting staff, training and player development.

Barnwood United AFC will ensure that its processes are open, transparent and fair and all decisions will be objectively justified.

## Induction & Training Requirements

All volunteers who are new to Barnwood United will receive a Safeguarding Induction and Briefing as a minimum.

Any volunteer fulfilling a role on the Club Committee must complete the FA Safeguarding for Committee Members course.

Any volunteer that will be working with children under the age of 18, regardless of whether in Youth or Open Age football, must have a DBS check validated by the FA. These checks are coordinated by the Cub Welfare Officers. To be clear – all

Barnwood United AFC managers and coaches are DBS checked inclusive of senior (open age) and youth team.

## Monitoring and Review

This Barnwood United AFC Policy is ratified by the Committee and will be reviewed annually.