

STAFF RECRUITMENT

1. Wolverhampton Wanderers Football Club recognises that anyone may have the potential to harm or abuse children in some way and is committed to taking all reasonable steps to ensure that unsuitable people are prevented from working with children or young adults.

0.1. SAFER RECRUITMENT

- 0.1.1. Wolverhampton Wanderers FC hold a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. This part of the guidance describes in detail those checks that are, or may be, required for any individual working in any capacity at the club. Wolverhampton Wanderers must act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence including Disclosure and Barring Service (DBS), barred list checks together with references and interview information. The level of DBS certificate required, and whether a prohibition check is required, will depend on the role and duties of an applicant. The club follows as closely as possible the EFL guidance on Roles in Football in respect of DBS checks
- 0.1.2. The clubs full recruitment policy and procedures are available from the Executive Assistant. These include information and guidelines on advertising, selection procedures, offers of employment, checks and references.
- 0.1.3. Further policies and procedures relating to employment are available from the HR Department, on the Intranet and in the Employee Handbook.

0.2. PRE-SELECTION

- 0.2.1. When recruiting for a position that involves significant contact with children or young adults, Wolverhampton Wanderers operates a comprehensive recruitment procedure that includes:
 - Completion of an Application Form that elicits information regarding an applicants past
 - Completion of a Self Disclosure Form, which requires any applicant to declare past offences
 - Verification of identity and eligibility to work in the UK
 - Verification of professional qualifications
 - Screening via the Disclosure and Barring Service
 - Two references, including one regarding the applicant's most recent post working with children
 - Registration with the appropriate professional body (if applicable)

0.3. INTERVIEW

- 0.3.1. Applicants will be required to undergo an interview to acceptable protocol and recommendations that includes questions relevant to Safeguarding Children.
- 0.3.2. The applicant's qualifications, identity and eligibility to work in the UK are also substantiated, and any areas for concern discussed.

0.4. POST – INTERVIEW

- 0.4.1. In the event that the DBS check reveals undisclosed offences or issues are raised in the references and pre-employment checks, an interview will be convened at the earliest opportunity to include the Executive Assistant and Safeguarding Services Manager. An offer

of employment can be withdrawn if this interview fails to satisfy the interviewers of the employee's suitability to work with children.

- 0.4.2. In the event that an applicant commences work prior to their DBS disclosure being received, they will be restricted from working with children and young adults unsupervised.

0.5. INDUCTION

- 0.5.1. All employees will receive a formal and informal induction. As part of this induction process, each employee will be made aware of Wolverhampton Wanderers' Safeguarding Children Policy and Procedures.

0.6. TRAINING

- 0.6.1. In addition to the promotion of employee's attending the F.A.'s Safeguarding Children workshops and reading the Safeguarding Children Policy and Procedures, the club will ensure that each person working with children:
- Recognises their responsibilities to report any concerns about suspected poor practices or abuse
 - Responds appropriately to concerns expressed by a child or young person
 - Works safely and effectively with children or vulnerable people and protects themselves from false allegations by understanding best practice.

7.7 EXTERNAL AGENCIES/PARTNERS

- 7.7.1 Any external agency or partner who will be engaged in any activity with a child or vulnerable adult, (whether supervised or unsupervised), will be subject of a current DBS check. No person will be allowed any unsupervised activity with a child or vulnerable adult without having undergone a DBS check.

1. POLICY STATEMENT ON THE RECRUITMENT OF EX OFFENDERS

- 1.1. As an organisation using the Disclosure and Barring Service (DBS), to assess applicant's suitability for positions of trust, Wolverhampton Wanderers Football Club Company Limited complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 1.2. Wolverhampton Wanderers Football Club is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 1.3. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- 1.4. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- 1.5. Where a Disclosure is to form part of the recruitment process, we encourage all applications called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Wolverhampton Wanderers Football Club and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- 1.6. Unless the nature of the position allows Wolverhampton Wanderers Football Club to ask questions about an applicants' entire criminal record we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 as amended by the guidance of March 2014.
- 1.7. Wolverhampton Wanderers Football Club ensures that all those in Wolverhampton Wanderers Football Club who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 as amended by the guidance of March 2014.
- 1.8. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 1.9. Wolverhampton Wanderers Football Club makes every person subject of a DBS disclosure aware of the existence of the DBS Code of Practice and makes a copy available on request.

- 1.10. Wolverhampton Wanderers Football Club undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- 1.11. **Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.**