



## **Carlisle United SAFER RECRUITMENT POLICY**

**Where reference is made to Carlisle United this covers Carlisle United, the Academy Department, not the Community Sports Trust or Carlisle United Ladies which have their own safeguarding arrangements**

### **Introduction**

Carlisle United Football Club (“the Club”) recognises that its staff are fundamental to its success. The Club therefore needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.

The purpose of this Recruitment Policy is to provide a sound framework for the recruitment and selection of staff to ensure, so far as possible, that the best people are recruited and that the Club's recruitment process is free from bias and discrimination, based upon the principles outlined below, which also meet the requirements of the Club and all other relevant employment legislation.

Recruitment will be solely on the basis of the applicant's abilities and individual merit measured against the requirements for the job. Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender, gender reassignment, marital / civil partnership status, pregnancy / being on maternity leave, race, religion/belief, sexual orientation, or any other legally protected characteristic (See Equality Policy).

By following this policy, and fulfilling employment law requirements, the Club will ensure that it upholds its commitment to equal opportunities, including compliance with the Equality Act 2010, meets Data Protection requirements as well as complies with all UK immigration requirements.

It is the responsibility of each Head of Department to ensure that this policy is followed within their department. Advice should always be sought from the Club's CEO.

It is the responsibility of the Club to:

- Ensure it has effective policies and procedures in place for recruitment of all staff and workers in accordance with EFL guidance and legal requirements including EFL BAME guidelines
- Monitor its compliance with them.

It is the responsibility of the Designated Safeguarding Officer and other managers involved in recruitment to:

- Ensure that the Club operates safe recruitment procedures and that all appropriate checks are carried out on all staff and volunteers who work at the Club.
- Monitor contractors' and agencies' compliance with this document.
- Promote the safe welfare of children and young people where required at every stage of the procedure (See Safeguarding Policy)

In accordance with the EFL regulations, the Club has delegated responsibility to the CEO and Designated Safeguarding Officer to lead in all appointments. Other Heads of Department may be involved in staff appointments.



### **1.1. Recruitment and selection process**

The Club will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

The Club will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

All applicants must provide a written application.

It is the Club's policy that line managers are responsible for recruitment in conjunction with CEO. A line manager who wishes to recruit someone must first obtain approval from either the Financial Director or CEO.

The recruitment and selection process should not commence until a full evaluation of the need for the role against the Club's plans and budget has been completed.

Where recruitment is needed to fill a vacancy created by a leaver, approval should still be sought, and careful thought should be given to updating and refreshing the content of the role. If a manager wishes to upgrade a position, or create a new position, justification for this must be presented.

### **1.2. Job Descriptions**

Before embarking on any recruitment, the line manager must ensure that there is an up-to-date job description for the position. The job description is a key document in the recruitment process, and it should clearly set out the duties and responsibilities of the job. It must include the job title, location, the post to whom the jobholder is responsible, the main purpose of the job, its key duties and responsibilities, special details in relation to hours of work and the skills, knowledge, experience, qualifications and training, aptitudes and behaviours necessary to perform the role.

It is the Club's policy to endeavour, where appropriate, to advertise vacancies internally via e-mail and other communication platforms in use to all staff. Existing employees are encouraged to apply for vacant positions if they have the appropriate qualifications, experience and skills or have relevant transferable skills.

The Club aims always to recruit the person who is most suited to the job. Recruitment will be solely based on the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience, skills, personal and professional competencies will be assessed at the level that is relevant to the job.

### **1.3. Advertising**

All adverts will be issued by the HR Department which will identify the best medium and platforms for advertising the vacancy in conjunction with the recruiting manager. The Club will advertise vacancies across a range of diverse forums to encourage applications from under-represented groups.

All staff should be aware that when dealing with enquiries about vacancies it is unlawful to state or imply that applications from one group with a particular characteristic, such as but not limited



to age, gender or race would be preferred. These may lead to a complaint of discrimination. The confidentiality of applications must be respected by all of those involved in the selection process. The Club is committed to applying its Equality Policy at all stages of recruitment and selection, and adverts will contain an equal opportunities statement.

#### **1.4. Equal opportunities**

The Club wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process and as required in order for a successful candidate with a disability to undertake the post.

Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender, gender reassignment, marital / civil partnership status, pregnancy / being on maternity leave, race, religion/belief, sexual orientation, or any other legally protected characteristic.

Any candidate with a disability will not be excluded unless the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the selection process will be made to ensure that no applicant is disadvantaged because of his/her disability.

To avoid any discrimination or potential unconscious bias, personal details of candidates may be removed from CVs / application forms before they are given to managers for shortlisting. The Club will also consider introduction of unconscious bias training to assist managers in conducting a fair recruitment process.

#### **1.5. Job Adverts**

Job adverts will state Carlisle United Football Club is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

They will also state that applicants, if required at club discretion, will be expected to submit to enhanced DBS Enhanced Criminal Records and this may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974).

They will inform the applicant that all convictions including spent convictions that have not been subject to filtering by the DBS should be declared.

#### **1.6. Interviews**

The structure of interviews should be decided in advance by determining who will attend and what areas of questioning are to be covered. For permanent positions, there should be at least two people involved in the interview process.

The same areas of questioning should be covered with all candidates focusing on the needs of the job and skills to perform it effectively.

Assumptions should not be made regarding the expertise or abilities of candidates because of their employment history. Interview questions should be phrased so that they do not favour any one candidate or group of candidates. Supplementary questions should be used to probe for further information or clarification where answers are incomplete or ambiguous.

Care must be taken to avoid questions that could be construed as discriminatory or unnecessarily intrusive., e.g. questions about personal circumstances that are unrelated to the job.



Interview notes must be taken by each panellist to help decide based on the content of the interviews. Such notes must relate to how candidates demonstrate their knowledge, skills, experience and abilities in relation to the job description.

Data Protection legislation allows applicants to request disclosure of such notes in the event of a complaint. Interview notes should be retained by the interviewer for a minimum of 12 months from the date that an appointment decision is notified.

### **1.7. Pre-employment checks**

Pre-employment checks including academic qualifications, professional registration, the right to work in the country, references and any other specifics considered essential for the post must be verified by the Club before any formal employment offer can be made or before actual employment can start.

Those working in the Academy will not be able to start a new role working with children until all ID and other DBS and YD2 compliance steps have been taken and validated. All offers of employment are conditional on the following being satisfactory.

Those staff in roles where the club believe safeguarding issues could exist will also be subject to DBS checks.

### **1.8. References**

Two references must be provided, ideally two professional ones, although one character reference will be acceptable in the event that an individual does not have more than one professional referee.

These will always be sought directly from the referee, and their purpose is to provide objective and factual information to support appointment decisions, such as length of employment, relationship of the applicant to the referee, job title, responsibilities, reasons for leaving, performance and any other relevant information.

Direct contact will be made with each referee to verify the reference. Telephone references are acceptable, where time pressures or the location of referees dictate that this may be appropriate. Any discrepancies or anomalies will be followed up.

Appropriate referees are those who have direct experience of a candidate's work, education or training: preferably in a supervisory capacity, and a reference must be obtained from the current or previous employer. References from relatives or friends will not be accepted. References will only be used for the purpose for which they were intended and their confidentiality must be maintained. Failure to provide or receive references within a reasonable time frame may result in the offer of employment being withdrawn.

### **1.9. Qualifications**

Candidates must be able to demonstrate they have obtained any academic or vocational qualifications legally required for the post and claimed in their application. The Club reserves the right to ask for original certificates, and copies will be taken and kept securely on employees' personnel files, held by the Club Secretary.

### **1.10. DBS Checks**

Carlisle United Football Club is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.



As part of the Club's commitment to safeguarding, the successful applicant may be required to undergo a Disclosure Barring Service ("DBS") check or an enhanced DBS check. The results of a DBS check will be considered on an individual basis, and the Club will act in a proportionate manner when deciding whether or not to proceed with the appointment. The Sexual Offences Act 2003 is relevant to this area.

An FA Enhanced DBS disclosure is required for all relevant new appointments to the Club. Individuals will be asked to declare any convictions, cautions or reprimands, warnings or bind-overs that may have been incurred.

The Club reserves the right to carry out risk assessments where content has been disclosed on a DBS disclosure if it feels that it is relevant to the job requirements. Failure to satisfy the Club and the EFL's safeguarding requirements may lead to the job offer being withdrawn or, if they have already started employment, summary termination of the employment.

**Any matters of concerns arising during the recruitment process should follow the Managing Allegations Policy including reporting to LADO.**

#### **1.11. Medical assessments**

The Club reserves the right to carry out independent pre-employment medical assessments for roles that require a specific level of fitness, with a doctor nominated by the Club. Any offer of employment will be conditional on the result of this medical examination being satisfactory.

#### **1.12. Proof of identity. Eligibility to work**

Prior to starting to work, successful candidates are required to provide an original official document proving their identity and right to work legally in the UK such as:

- A full UK or European Union / European Economic Area passport or
  - A valid work permit or other document which demonstrates that they are legally able to take up employment in the UK or
  - An official letter showing their National Insurance Number, such as a recent P45 or P60 plus another document such as a full British birth or adoption certificate which includes the name(s) of at least one of their parents or immigration status document or registration or naturalisation as a British citizen.

New starters are required to provide documentary evidence of their eligibility to work in the UK before their first day at work. If they have only provided copies of documents before they start work, they must produce the original documents on the first day. Photocopies will be made and retained. Failure to do so will result in any offer of work being declared void and / or suspension without pay and the offer of work withdrawn; which course is taken will be at the Club's discretion.

#### **1.13. Employing overseas footballers**

If an offer of employment is made by the Club to a non-UK national, the Club will follow the guidance issued by the Football Association at that given point in time.

Before applying for a certificate of sponsorship, the Club shall ensure that the player's birth country is listed on FIFA ranking list, taken at the date on which the Club applies for the certificate of sponsorship, and that he has played the requisite number of international games as stated in the FA's guidance.



#### **1.14. Review**

This Policy will be kept up to date, particularly as the Club changes in nature and size and new requirements emerge.

To ensure this, the Policy, and the way it is implemented, will be reassessed and amended on an ongoing basis and reviewed annual basis will be as follows:

- Recruitment issues will be considered as agenda items and discussed at the:
  - Safeguarding Working Group meetings
  - Academy Management Team meeting and Technical Board meetings
- The Policy will be reassessed and amended on an ongoing basis by the CEO in consultation with the Safeguarding Working Group
- The 1921 Board will:
  - include recruitment within safeguarding as an agenda item and feature in the Board Report
  - conduct an annual review of the Policy as part of the annual review
  - publish the Policy on its website
- The Holdings Board will ensure the 1921 Board undertakes its role as stated

#### **1.15. Safeguarding contacts**

Remember that in an emergency or where there is risk to life you should contact the police immediately.

If you have concerns you wish to raise with the Club please contact:

- Senior Safeguarding Manager Nigel Clibbens [nigel.clibbens@carlisleunited.co.uk](mailto:nigel.clibbens@carlisleunited.co.uk)
- Designated Safeguarding Officer David Wilkes [dave.wilkes@carlisleunited.co.uk](mailto:dave.wilkes@carlisleunited.co.uk)  
07940483680
- Matchday Safeguarding Officer Sarah McKnight [sarah.mcknight@carlisleunited.co.uk](mailto:sarah.mcknight@carlisleunited.co.uk)  
0330 094 5930

#### **Other Safeguarding contacts in football:**

Whilst any safeguarding concern should be raised with the Club Safeguarding contacts in the first instance we recognise that this may not always be possible or appropriate. Below are the contact details for footballing partners with whom safeguarding concerns in relation to the Club can be discussed:

#### **The English Football League Safeguarding Team**

Tel: 01772 325940

Email: [safeguarding@efl.com](mailto:safeguarding@efl.com)

If they concern regards a person in employed in footballs conduct towards a child:

#### **The FA Safeguarding Team**

Tel: 0800 169 1863

Email: [Safeguarding@TheFA.com](mailto:Safeguarding@TheFA.com)



## Mental health


Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of us all. Players and staff who are struggling under the current circumstances should contact the Club safeguarding staff as outlined above. Support can also be accessed through a number of national organisations including:

- The Samaritans Tel: 116 123 <https://www.samaritans.org> ChildLine: Tel: 0800 1111
- <https://www.childline.org.uk> NSPCC: Tel: 0808 800 5000 <https://www.nspcc.org.uk>
- Mind: Tel: 0300 123 3393 <https://www.mind.org.uk>
- PFA: Tel: 07500 000 777 <https://www.thepfa.com/wellbeing>

## Online safety:

It is important that both players and parents are aware of the help and support available should they be concerned about something they have seen or experienced online. These include

- UK Safer Internet Centre <https://reportharmfulcontent.com/>
- CEOP <https://www.ceop.police.uk/safety-centre/>
- Internet Matters <https://www.internetmatters.org/>
- NetAware <https://www.net-aware.org.uk/>
- ParentInfo <https://parentinfo.org/>
- ThinkuKnow <https://www.thinkuknow.co.uk/>

Document version	2021 v1.2	
Updated date	18 March 2021	CEO
1921 Board approval	June 2020	
Safer recruitment policy v1.2 2021		
Next review	By 30 June 2021	1921 Board
Signed		Nigel Clibbens Chief Executive