

## **BERWICK RANGERS FOOTBALL CLUB PLC**

### **Safe recruitment procedure**

*This process applies to all posts involving working with children or protected adults (currently the physiotherapist, chaplain, Child Welfare Protection Officer, and sports first aider), as well as the positions of first team manager, assistant manager, and first team coaches.*

1	<p><b>Application:</b> When applying for one of the aforementioned roles, candidates will be asked to provide the name and contact details of two references.</p>
2	<p><b>Offering the role:</b> Upon offering a position to an applicant, the applicant should be provided with copies of the self-declaration form, code of conduct, and fair processing notice form. References should also be collected. Offering of the role will be conditional on the completion of the three forms and references.</p> <p>The Club Secretary will liaise with the Wellbeing Director, who will update the A8 Recruitment &amp; Training document accordingly.</p>
3	<p><b>Child Wellbeing in Scottish Football:</b> All successful applicants will be asked to complete the SFA Child Wellbeing in Scottish Football module. Certificates of completion should be sent to the Club Secretary and Wellbeing Director. Offering of the role will be conditional on the successful completion of the CWSF module.</p> <p>The Club Secretary will liaise with the Wellbeing Director, who will update the A8 Recruitment &amp; Training document accordingly.</p>
4	<p><b>PVG Scheme Membership:</b> In the case of new appointments to the positions of physiotherapist, chaplain and Child Welfare Protection Officer, applicants will not be able to undertake their roles unsupervised until a PVG Scheme Membership application or update has been completed.</p> <p>The Club Secretary will liaise with the Wellbeing Director, who will begin the PVG Scheme process with Disclosure Scotland within 24 hours of being notified of a new appointment.</p> <p>The Wellbeing Director will update the A8 Training and Recruitment spreadsheet upon reception of PVG Scheme membership or update for the applicant.</p>
5	<p><b>Updates:</b> All employees and volunteers occupying the aforementioned roles will be required to update the following documentation, within the timeframe described, and set out specifically for each employee/volunteer within the A8 Training and Recruitment document.</p> <ul style="list-style-type: none"><li>● Self-Declaration Form - update every 12 months</li><li>● Code of Conduct - update every 12 months</li></ul>

- PVG Membership - update every 36 months
- CWSF training - update every 36 months

The Wellbeing Director will have responsibility of notifying each individual of their need to update these forms (with 6 weeks' notice). The Wellbeing Director will also be responsible for providing the necessary documentation to individuals.