



WREXHAM AFC LIMITED
SAFER RECRUITMENT AND SELECTION POLICY

1. Introduction

This policy aims to provide a clear framework for safely recruiting and selecting appropriately experienced and qualified staff and volunteers fairly and transparently.

The policy applies to anyone involved in recruitment and selection, as well as third parties who recruit and select on behalf of Wrexham Football Club Ltd (the Club); and to both internal and external candidates.

2. Safer Recruitment

The Club recognises that anyone may have the potential to harm or abuse children or adults at risk in some way and is committed to taking all reasonable steps to ensure that unsuitable people are prevented from working with children or adults at risk. We will act reasonably in making decisions about the suitability of the prospective candidate based on checks and evidence including the 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 EFL and FAW guidance on Roles in Football in respect of this. We are clear to all potential applicants that background checks are carried out at the appropriate level (where applicable) as part of the hiring process.

Potential applicants need to check on the government website (<https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>) whether cautions / convictions should be disclosed as part of their application.

Applicants will be required to undergo questioning in their interview relevant to safeguarding and our HR and Safeguarding leads can be consulted for advice on questions to ask, should this be required. For roles with specific safeguarding elements, the Club commits to at least one round of face to face interviews.

When recruiting for a position that involves significant contact with children or adults at risk, (be it with internal or external applicants), the Club operates a comprehensive recruitment procedure that includes:

- Completion of an Application Form that elicits information regarding an applicant's 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 / EU settlement documents



- Verification of professional qualifications
- Screening via the Disclosure and Barring Service / overseas criminal records check (where appropriate)
- Two references, including one regarding the applicant's most recent post working with children
- Registration with the appropriate professional body (if applicable)

If the DBS check reveals undisclosed offences or issues are raised in the references and preemployment checks, an interview with the applicant will be convened at the earliest opportunity with the Safeguarding Lead, along with the hiring manager for the post and they will decide on the applicants suitability for the role.

A job offer can potentially be withdrawn. If an applicant commences work prior to their DBS disclosure being received, a risk assessment will be completed, and they will be restricted from working with children and adults at risk unsupervised.

The successful applicant should attend the relevant safeguarding workshops and be given the club's safeguarding policies to read.

3. Statement on The Recruitment of Ex-Offenders

Having a criminal record will not necessarily bar a potential candidate from working with the Club. This will depend on the nature of the position and the circumstances and background of the offence(s) committed.

As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's suitability for positions of trust, the Club 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. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 & 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

4. Equality, Diversity & Inclusion

The Club is committed to ensuring that equality, inclusion, and diversity of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Club that no person, whether player, job applicant, employee, volunteer, or customer, shall be discriminated against. The Club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following



‘protected characteristics’: Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation.

The Club is fully committed to the EFL Equality, Diversity & Inclusion Standards and will equality monitor candidates at shortlisting stage who make it to offer stage. This is voluntary for the candidate but widely encouraged. This enables the Club us to identify the diversity of applicants and compare with it’s current workforce equality data.

The Club will work to ensure each external role is advertised across multiple recruitment channels and in any advertisements, we will make it clear that we are striving to recruit diverse candidates (eg “*We welcome applications from women, individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.*”) We will ensure interview panels are diverse wherever possible.

5. Recruitment and Selection Procedure

All those involved in recruitment and selection for Academy roles; or roles involving interaction with children and vulnerable adults, must comply with this procedure.

Pre-Hire & Vacancy Approval

The HR/Administration team will work with the hiring manager to:

- Review the job description and person specification to ensure that it is current, accurate and does not unfairly discriminate against any individual or groups (e.g. unfair clauses in person specifications).
- Ensure that the content of any advertisement does not discriminate against any individual/groups and is advertised through appropriate media channels to inform and attract a diverse talent pool.
- Ensure compliance with the recording, monitoring and auditing of all stages of recruitment as required
- Make arrangements for all applicants to receive the same information, which will be available in a range of formats

Advertising

- All external vacancies must be advertised on the Club website for a minimum of 1 week. In addition to the website, vacancies may be advertised on several different portals including Women in Football and the centralised Football Leadership Diversity Code jobs board (www.fldccareers.com). More specialist sites will also be used depending on role (e.g. specialist medical, senior leadership) to ensure a wide reach and diverse pool of applications.
- Any employees in a temporary cover or maternity cover position must go through the same application and interview process as any other external candidate in the event that the role becomes a vacancy.



Shortlisting

- It is the hiring manager's responsibility to ensure they shortlist only against the criteria on the person specification, and record decisions in enough detail to show why each applicant was/was not short listed.
- Disabled applicants who meet all the essential criteria are guaranteed an interview, even if desirable criteria are used to supplement the essential criteria for non-disabled candidates. Applicants must only be rejected due to their application or performance at interview and not due to any reasonable adjustments that they may require.

Assessment and Selection

- In conjunction with the HR/Administration team, it is the hiring manager's responsibility to ensure that assessment and selection methods, including interview questions and tests, are fair and related to the requirements of the criteria on the job description and person specification. The HR team/Head of Safeguarding can provide advice and guidance.
- A minimum of two panel members (relevant to the role) must be involved in any interview/assessment and the panel should aim to represent the diversity of the Club.
- Interviews should be consistent, with all candidates asked the same questions on core areas relevant to the role and Club values.
- An interview questions/scoring pro-forma to the panel prior to the interview, which should be completed and returned. A minimum of 3 constructive feedback points should be supplied for use when relaying feedback to candidates' post-interview.
- Supplementary questions should be asked where appropriate to clarify 'gaps' in the candidates' application/CV, or responses to questions asked.
- Interview questions must be objective and enable candidates to demonstrate how their knowledge and experience meet the key elements of the job.
- For safeguarding roles, applicants will be required to undergo an interview to acceptable protocol and recommendations that includes questions relevant to Safeguarding Children and Vulnerable Adults.
- Assessment of disabled candidates should be based on their performance after reasonable adjustments have been made or specialist equipment provided.
- The response to each question should be recorded in enough detail to show how the successful candidate was chosen. Recording this detail is the responsibility of the assessors taking part in the interview.

Having completed the interview process, the hiring manager and panel should:

- consider candidates' responses to the questions individually;
- discuss any inconsistencies between panel members in the ranking of candidates;
- consider the references and the results of the separate assessment process (if used);
- and consider whether this support the appointment of the highest ranked candidate.



- When deciding between candidates of equal merit, adopt positive action where the panel can clearly identify there is a protected characteristic group that is under-represented.

All documentation should be forwarded and retained by the HR/Administration team at the end of the selection process. It should be apparent that fair selection procedures have been adhered to.

6. Conditional Job Offers

Offers should not be made verbally; but in writing by the HR/Administration as soon as possible. The Club recommends a minimum timeframe of two weeks from offer to start date, to ensure the relevant checks can be made and essential equipment ordered.

These include

- Two professional references will be required. References from friends or family members are not accepted. References will be sought directly from the referee, ensuring they are from a senior person with appropriate authority. All references will be scrutinised, and any concerns will be followed up before any appointment is confirmed.
- Verification of identity and eligibility to work in the UK / EU settlement documents
- Verification of professional qualifications
- Screening via the Disclosure and Barring Service / overseas criminal records check (where appropriate)
- Registration with the appropriate professional body (if applicable)

The HR/Administration team will construct and send an employment contract once the conditions of the offer have been met. Only then will a start date be confirmed.

7. Post Recruitment

Feedback

The hiring manager is responsible for providing feedback to the unsuccessful candidate(s) unless agreed otherwise with the HR/Admin team. Due to the high volume of applications we receive, we will only provide feedback to candidates who are part of a formal interview.

Documentation

The hiring manager should arrange for the collation and return of all documentation at the end of the selection process to the HR/Admin team for retention and filing and ensure that it is apparent that fair selection procedures have been adhered to. (Applicants can request copies of their interview notes under the Equality Act 2010)



8. Onboarding

Prior to joining the Club, the HR/Admin team will remain in contact with new joiners to be on hand to answer any questions and ensure the new joiner feels welcomed. It is important to welcome all new starters with a well-planned induction. Each individual should attend the Club Induction and every effort should be made to help the individual settle well and become fully operational as soon as possible.

The Safeguarding lead will be made aware of all new joiners on a monthly basis to ensure the club's safeguarding protocols are shared with these individuals.

During the new joiner's first 6 months, there must be 2 probationary meetings between the joiner and their direct line manager. These meetings should take place at the 3 and 6-month markers and recorded on Breathe HR. The HR team will be available to support the manager during these meetings if required.

9. Recruitment Training

All hiring managers are asked to complete the Club's Safer Recruitment best practice training to understand their responsibilities.

10. Review

This policy will be reviewed at least every 3 years by the Clubs' management team, with any amendments and updates communicated to all staff and volunteers. By adhering to this Safer Recruitment Policy, the Club will ensure that it utilises best practice methods for the recruitment of staff and volunteers, with paramount consideration always given to the welfare of vulnerable adults, children and young people in its care.