



**MORECAMBE  
FOOTBALL  
CLUB**

# **MFC SAFER RECRUITMENT POLICY**

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### **Safer Recruitment Policy**

<b>Policy Owner</b>	<b>Version</b>	<b>Issue Date</b>	<b>Review Date</b>
<b>MFC Board of Directors</b>	<b>2</b>	<b>01/12/2023</b>	<b>01/06/2024</b>





## **Commitment Statement**








Morecambe FC is committed to promoting the welfare of all children, young people & vulnerable adults who use and interact with the Club's services and for keeping them safe. In line with the **Equality, Diversity & Inclusion Policy**, Morecambe FC is committed to equality, valuing diversity and working inclusively across all of its activities - and this applies also to the selection, recruitment and induction of new staff and volunteers. To this end, Morecambe FC (hereafter referred to as 'the Club' or Morecambe FC) aims to have a workforce that reflects a variety of backgrounds and cultures and who can provide the relevant knowledge, abilities and skills that are required for the organisation.

In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006, The Independent Schools Standards Regulations 2009 (Standards 4, 4A, 4B, 4C), and the Safeguarding Vulnerable Groups Act 2006 and the Keeping Children Safe in Education, 2022, the Club takes very seriously its duty of care for all children and vulnerable adults. In order to help safeguard and promote the welfare of all its participants, the Club is committed to a thorough and consistent Safer Recruitment Policy.






## **Who this policy applies to**

All elements of Morecambe FC's **Safer Recruitment Policy** & procedures apply to any person responsible for the recruitment, selection and induction of employees and volunteers at Morecambe FC - as well as those who participate in shortlisting and interview panels.

## **Aims of this policy**

-  To ensure we recruit and select the best possible people available to join the organisation.
-  To take all reasonable steps to prevent unsuitable people joining the organisation.
-  To ensure we recruit, select and manage all employees and volunteers in a way that complies with legislation designed to combat inequality, abuse and discrimination.
-  Do all we can to achieve and maintain a diverse workforce and works to address inequality in all its forms.
-  Have recruitment and selection processes that are consistent and transparent.
-  Assess applicants as competent and suitable before an offer of employment/volunteering is made.
-  Induct properly and fully all new staff and volunteers.

Morecambe FC recognises that:

-  Its workforce is its greatest asset.
-  Unsuitable individuals sometimes seek out opportunities via employment and volunteering to have contact with children in order to harm them.
-  Some groups face unfair discrimination in the workplace.
-  Children, as well as their families and carers, and adults at risk all benefit from the organisation's efforts to recruit and select a skilled and committed workforce, drawn from a diverse range of backgrounds.
-  Newly recruited employees and volunteers cannot possibly perform their roles effectively unless they are inducted properly and receive on-going support and supervision as appropriate.





## How we'll achieve the aims

### Single central record

Morecambe FC will ensure it meets its legal requirements for vetting staff and volunteers who work with children and work in Regulated Activity. To this end, Morecambe FC will ensure its safe recruitment processes are recorded on a Single Central Record - and which will include information on DBS checks. Morecambe FC's Single Central Record is held on the Staffsafe system and is a comprehensive record on which the safe recruitment of all Morecambe FC staff and volunteers (who work with children) will be recorded. The details collated on Morecambe FC's Single Central Record will include the following information relating to the staff member or volunteer:

- 🔒 Identity details: Including full name, full address, date of birth, date employment/volunteering commenced and ID verification details.
- 🔒 Role details: Including job role, department and contract type.
- 🔒 Safeguarding qualifications: Including copies of certificates, dates of safeguarding training and FAN number.
- 🔒 Vetting details: Including dates of checks relating to DBS.
- 🔒 Right to work details: Including types of evidence used to complete the check.
- 🔒 YD2 self-declarations: Where these are required.
- 🔒 Referencing details: Including when references were requested and received and who checked them.
- 🔒 Leaver details: Including dates, exit interviews and whether references have been issued.

### Record retention/data protection

The Club will retain all interview notes on all unsuccessful applicants for a period of 12 months, ensuring the compliance with the Equality Act 2010, after which time the notes will be destroyed (i.e.: shredded). The 12-month retention period will allow the Club to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal. Those candidates who go to become employed by the Club will have their recruitment documents held on their personnel file/single central record.

References will be held on file for at least one year after the reference is given to meet the limitation period for defamation claims.

Right to work checks will be retained for two years after employment ends, at which point these details and related documentation will be destroyed as above.

Personnel files and training records (including disciplinary and working time records) will be retained for six years after employment ceases.

### Ongoing employment

The Club recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The Club will therefore provide ongoing training and support for all staff in relation to recruitment and selection, as identified through the Clubs performance review/appraisal procedure.

### Monitoring and evaluation

Each Hiring Manager will be responsible for ensuring that this policy is applied, monitored, and evaluated throughout their department. The Director responsible for Safeguarding will ensure ultimate compliance across the Club. This will be undertaken as part of the Clubs annual policy review process.

### Leaving employment

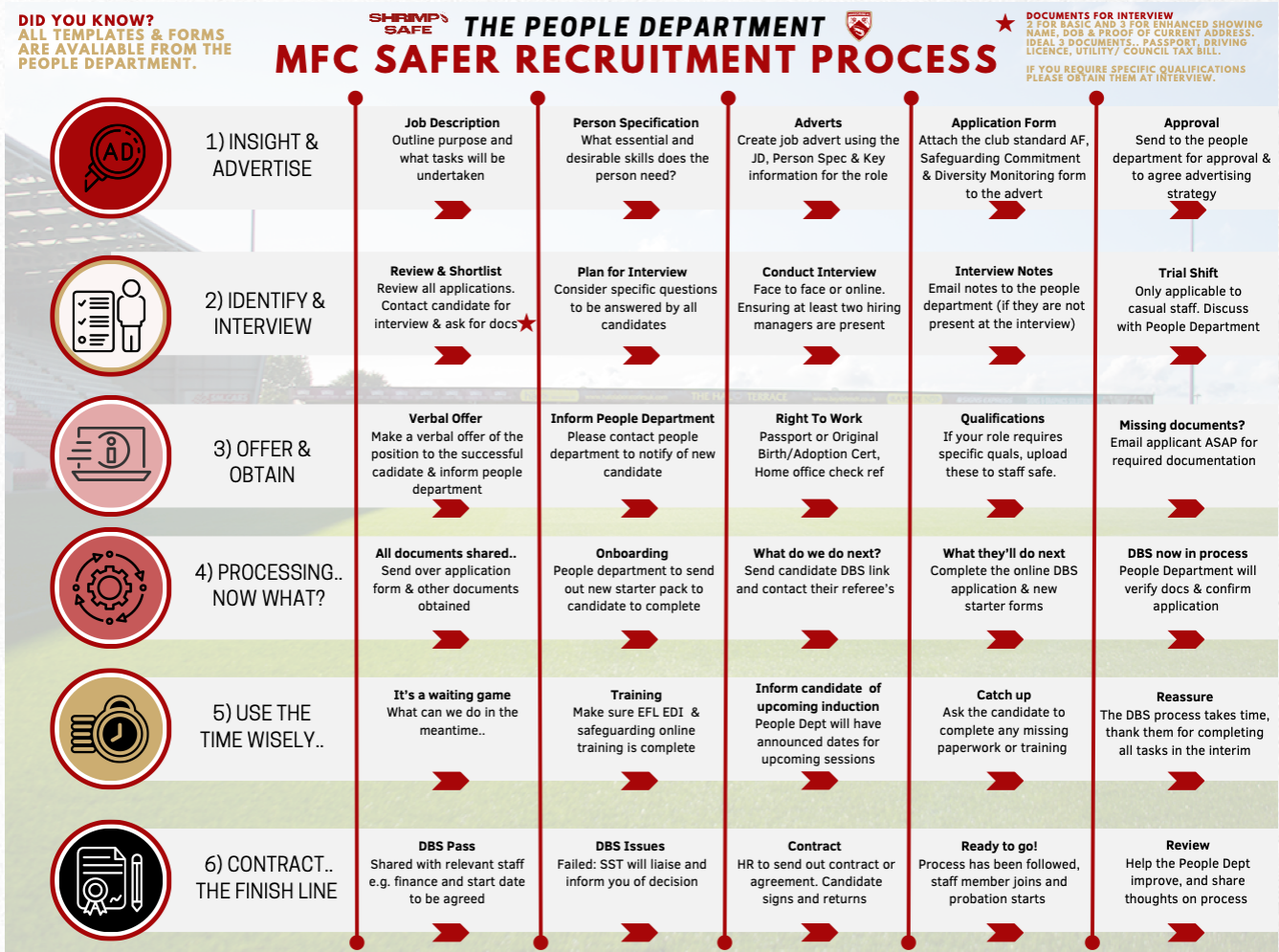
Where a Morecambe FC staff member or volunteer leaves or has their contract terminated by the organisation - as a consequence of a safeguarding concern, complaint or allegation - the Single Central Record will record this event and this information will be shared with the Local Authority Designated Officer, The FA Safeguarding Team and any other statutory agency as is relevant according to legislation and EFL/FA Guidance. Morecambe FC will always have taken advice in line with Morecambe FC's Safeguarding Procedures in these circumstances prior to this happening. Morecambe FC will ensure a suitable exit interview is arranged for the leaver, with a senior member of a separate department.





**Safer Recruitment Procedure**

To implement this Safer Recruitment Policy, Morecambe FC will commit to undertake each part of the following procedure whenever it seeks to recruit to fill a vacancy:








## Relevant Safeguarding Legislation and Guidance

### Legislation

 The Children & Young Person Act 1933	<a href="#">The Children &amp; Young Person Act 1933</a>
 The Rehabilitation of Offenders Act 1974	<a href="#">The Rehabilitation &amp; Young Person Act 1933</a>
 The Health & Safety at Work Act 1974	<a href="#">The Health &amp; Safety at Work Act 1974</a>
 The Employment Rights Act 1996	<a href="#">The Employment Rights Act 1996</a>
 The Children (Protection at Work) Regulations 1998	<a href="#">The Children (Protection at Work) Regulations 1998</a>
 & Associated Lancashire County Council Byelaws	<a href="#">Lancashire Employment of Children Byelaws &amp; Notes</a>
 The National Minimum Wage Act 1998	<a href="#">The National Minimum Wage Act 1998</a>
 The Employment Relations Act 1999	<a href="#">The Employment Relations Act 1999</a>
 The Safeguarding Vulnerable Groups Act 2006	<a href="#">The Safeguarding Vulnerable Groups Act 2006</a>
 Immigration, Asylum and Nationality Act 2006	<a href="#">Immigration, Asylum and Nationality Act 2006</a>
 The Equalities Act 2010	<a href="#">The Equalities Act 2010</a>
 The Data Protection Act 2018	<a href="#">The Data Protection Act 2018</a>

### Statutory Guidance

-  The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002  
[The Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations](#)



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