CROSBY STUART JUNIOR FOOTBALL CLUB

Safer Recruitment Policy

How we recruit coaches, managers and volunteers · England Football Accredited ★★★

Everyone who works with children at Crosby Stuart is a volunteer, and we're grateful to every one of them. Because they work with children, we follow The FA's safer recruitment guidance, so that parents can be confident that every coach, manager and helper has been properly checked, trained and supported.

Who this policy covers

- Coaches, assistant coaches and team managers.
- Club Welfare Officers and committee members whose role brings them into contact with children.
- First-aiders and anyone else who regularly helps at training or matches.
- Anyone aged **16 or over** who may work directly with under-18s without close supervision.

Our recruitment steps

1. **Clear role.** Every volunteer is told what their role involves and who they report to.
2. **Expression of interest.** New volunteers give their contact details and any previous experience of working with children.
3. **Informal chat.** A committee member or Club Welfare Officer meets them to talk about the role and the club's expectations.
4. **References.** Where the person isn't already well known to the club, we ask for a reference, ideally from someone who has seen them work with children.
5. **FA DBS check.** Anyone in a role working with children must have an FA-accepted Enhanced DBS check, including the children's barred list, arranged through our Club Welfare Officers. The club pays for volunteers' DBS checks.
6. **Safeguarding training.** Coaches and team managers complete The FA's safeguarding course and agree to our Code of Conduct.
7. **Induction and support.** New volunteers start alongside an experienced coach and are introduced to our policies, especially Safeguarding Children, Social Media and Photography.

> **Nobody works unsupervised with children until their FA-accepted DBS check has been completed.**

Keeping checks up to date

- FA DBS checks must have been issued within the last **three years**. Our Club Welfare Officers track everyone's DBS and safeguarding training on The FA's Club Portal and remind people before they run out.
- Safeguarding training is refreshed in line with The FA's requirements.
- Volunteers must tell a Club Welfare Officer straight away if anything changes that could affect their suitability to work with children.

If there's a concern

- If a DBS check raises a concern, The FA's Safeguarding Team decides whether the person can be accepted. The club follows that decision.
- Anyone whose DBS check or training has lapsed will be asked to step back from working with children until it is renewed.
- Any concern about a volunteer's behaviour is dealt with under our Safeguarding Children Policy and reported to Liverpool FA where needed.

Confidentiality

Information gathered during recruitment, including DBS results and references, is kept confidential, seen only by those who need it, and handled in line with our Privacy Policy.

> Interested in volunteering? Email **secretary@crosbystuart.co.uk**. No experience is needed, and we'll help you through every step.

Who to contact

Club Welfare Officers
Von Parker Sheridan (Girls) · **Joe Buckley** (Boys)
welfare@crosbystuart.co.uk

Club Secretary
Jan Meadows
secretary@crosbystuart.co.uk

Liverpool FA Safeguarding
Safeguarding@LiverpoolFA.com · 0151 523 4488

The FA Safeguarding Team
Safeguarding@TheFA.com · 0800 169 1863

If a child is in immediate danger, call 999. NSPCC Helpline 0808 800 5000 · Childline 0800 1111

APPROVED BY	POSITION	DATE
Ben McDonald	**Chair, Crosby Stuart JFC**	**18 November 2026**