

APPOINTMENT AND SELECTION PROCEDURE





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The Scottish FA will take all reasonable steps to ensure that Scottish FA members of staff and Associated Persons working with children and/or young people in football have been recruited appropriately and that the individuals work in a way that reflects the Wellbeing and Protection Values — **Inclusive, Approachable, Empowering and Accountable.**

As part of this process, we aim to select the best possible candidate for the role. For those working in a role which is regulated work with children and young people, the Scottish FA will fulfil its legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children and young people within the Scottish FA.

The following procedure will be completed for all members of staff and, where applicable, for Associated Persons who will be working in a role which requires them to be in contact with children and young people. Where the procedure is directly applicable to Associated Persons this will be made clear by stating 'Associated Person'.



1/ PRE-APPLICATION INFORMATION

Individuals who are applying for a position of employment with the Scottish FA will be provided with pre-application information for the positions available to applicants and will include:

- A role description outlining the roles and responsibilities of the position
- A person specification, stating qualifications or experience of working with children required
- An application form

2/ APPLICATION FORM

Applicants applying for a position of employment with the Scottish FA will be requested to complete an application form. The purpose of the application form is to obtain relevant details for the position and referee contact details.

3/ REVIEW APPLICATIONS AND INTERVIEW

The Scottish FA will review application forms and consider applicants for interview. Successful applicants will be invited to interview. Interviews will then be carried out.

4/ OFFER OF POSITION

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations e.g. agreement to the Scottish FA Child Wellbeing and Protection Policy, the probationary period and responsibilities of the role.

The applicant will be sent a Basic Disclosure form to complete and return, unless the role will involve regulated work for the Scottish FA in which case they will require to be a member of the PVG Scheme.

Associated Persons who are undertaking a role for the Scottish FA will also be asked to complete a Basic Disclosure. The only exception will be if the role will involve regulated work within the Scottish FA in which case they will require to be a member of the PVG Scheme.

Regulated work with Children

If the role involves regulated work with children and/or young people, a PVG Scheme Membership form and self-declaration form will be sent out for the successful applicant or Associated Person to complete and return for processing.

The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the Scottish FA.

The applicant's appointment will only be confirmed when:

- References as per section 5 have been received, checked and accepted; and
- Self-declaration form has been returned and approved; and
- PVG Scheme Record/Scheme Record Update or Basic Disclosure has been received and approved; and
- They have signed the Scottish FA's Child Wellbeing and Protection Policy, including the Set the Standards — Behaviours, Expectations and Requirements and completed the Fair Processing Notice Form.

5/ REFERENCES

References must be sought for all individuals working with children and/or young people within the Scottish FA.

For Associated Persons, at least two references will be requested and thoroughly checked. Where possible, at least one of these references will be from an employer or a voluntary organisation where the position required working with children and/or young people. References from relatives will not be accepted. If the applicant has no experience of working with children or young people, specific training requirements may be agreed before their appointment commences.

References for members of staff will be requested in line with the Scottish FA Recruitment and Selection Procedure.



6/ MEMBERSHIP OF THE PVG SCHEME

The Scottish FA is registered with Disclosure Scotland. Any member of staff and/or Associated Person carrying out regulated work with children for the Scottish FA must be a member of the PVG Scheme for regulated work with children.



Suitability for Position

Should the Scottish FA receive any information via the self-declaration form and/or PVG scheme record that needs risk assessed, this will be carried out by the Scottish FA Safeguarding Panel.

The Safeguarding Panel will consist of at least three members of Scottish FA staff whose roles include; Head of Wellbeing and Protection, Head of Human Resources, Head of Legal, Head of Security and Integrity, and Child Wellbeing and Protection Officer. This risk assessment considers any criminal convictions or other information that would be considered relevant to the role. The decision is by majority. The outcome of the decision of the Safeguarding Panel then contributes to the final decision of the applicant's appointment as mentioned at point 4 above.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children and/or young people for the Scottish FA require to join the PVG Scheme. Applicants from overseas must prove their 'right to work' in the UK and will also be asked to provide a police check from their relevant country, where possible. For further information see:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.



7/

INDUCTION AND TRAINING

Scottish FA members of staff will receive an induction from their line manager with the support of the Scottish FA HR Department. This induction process should include clarification of the expectations, roles and responsibilities of the position and identify any training needs.

Newly appointed members of staff and Associated Persons must complete recommended training over an agreed period. This training will include an introduction to the Scottish FA's Child Wellbeing and Protection in Scottish Football Policy through awareness raising training for all staff. Further training will be provided where the role involves working directly with children and young people.

8/

PROBATION

Newly appointed members of staff will complete an agreed period of probation, which will be a minimum of one month, as per their Scottish FA contract of employment.

9/

PERFORMANCE APPRAISAL AND REVIEW OF ONGOING SUITABILITY

All members of staff will have a performance review on a regular basis as per Scottish FA procedures. Performance reviews should include an evaluation of progress and identification of training needs.

All Associated Persons in regulated work for the Scottish FA will be reviewed as and when is necessary to determine whether the Scottish FA should continue to use their services.

All individuals in regulated work for the Scottish FA will require to complete a self-declaration form on an annual basis and apply for a Scheme Record Update every three years. This ensures we are continually risk assessing members of staff and Associated Persons to keep children safe.



10/

NEW VETTING INFORMATION

If new vetting information becomes available through a self-declaration form or PVG Scheme Record Update, this will be considered through a risk assessment by the Scottish FA Safeguarding Panel.

Should any risk be identified, it will then be necessary to follow the Scottish FA Responding to Concerns Procedure.

11/

CONSIDERATION FOR CHILDREN'S LIST OR BARRED INDIVIDUALS

If Disclosure Scotland notify the Scottish FA that a member of staff or Associated Person is being considered for listing, that individual will be suspended as a precaution, or not contracted to carry out regulated work for the Scottish FA, until the outcome of the case is determined. Suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of precautionary suspension, the best interests of children and young people will be the paramount consideration.

If Disclosure Scotland inform the Scottish FA that an individual is barred, that member of staff or Associated Person will be removed from regulated work with children and/or young people immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 section 5 duties for organisations.





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