



SECTION	People and Culture
POLICY	Recruitment and Selection Policy
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1. Introduction

It is important that all staff who form part of the recruitment and selection process follow the legal and local procedures in place. This is to protect the organisation and the public who will utilise our services.

Individuals will be recruited internally and externally depending on the skills required for the role and deemed appropriate by the recruiting officer. Prior to any advert, any recruitment needs should be agreed through the People and Culture department, who will lead on the recruitment and selection of individuals and ensure transparency as a natural department.

This policy has been written in line with the EFL's Safer Recruitment legislation and with the UK's Keeping Children Safe In Education.

2. Process

Job adverts must be agreed through the People and Culture department and the senior executive officers, as either new posts, or the replacements of individuals and roles leaving the business.

The line manager must update/produce a job description role (templates available from People and Culture) and have an agreed salary prior to the start of any recruitment campaign.

The People and Culture department will use the information to produce appropriate material for the distribution of the vacancy, and deal with enquiries in relation for the role. The job description must define the level of engagement with children and vulnerable adults (if applicable), justifying the required level of pre-employment checks.

Should an internal candidate be deemed suitable who is currently undertaking a role within Club Doncaster; the organisation reserves the right to assimilate a candidate into this role within an appropriate timescale. Should this not be possible, all vacancies will be displayed as a minimum on Club Doncaster website and on iRecruit, in line with Safer Recruitment practice.

Role dependant, advertisements will be undertaken with external companies and agencies, as deemed appropriate.

3. Following safer recruitment practices

To ensure Club Doncaster stringently follows safer recruitment practice, set out by the EFL and by the UK's Keeping Children Safe In Education. To comply with safer recruitment parameters, the recruitment process should:

- Have an application form on file (unless it has come through iRecruit);
- Completed, in-date DBS check;
- One professional reference or;
- One character reference
- Social media checks should be carried out (see section 7 of this policy).

4. Shortlisting

The People and Culture department will forward all appropriate applications onto the recruiting officer for viewing. In line with equality locations, names and ages are deleted from any hard copies of information sent.

Prior to notification of shortlisting the recruiting officer and the People and Culture department will meet to decide the appropriate persons to interview.

Applicants should be carefully reviewed against requirements of the role. Gaps, inconsistencies, history of repeated changes of employment, safeguarding or other concerns identified should be noted and addressed at interview.

5. Interview

Following the agreement of shortlist of potential candidates, formal interviews will be scheduled between the recruiting person and the People and Culture department. Specific role related questions will be the responsibility of the recruiting officer; the People and Culture department will take responsibility for attitudes, culture and safeguarding decisions in the best interests of the organisation. Should there be an additional task required by the recruiting officer, this will be notified to the candidate in advance, as will the possibility of a second stage.

At least one member of the interview panel should have completed the EFL's safer recruitment training. If you are unsure who is qualified, please contact People and Culture department.

6. Offer

Following discussions between the potential candidates line manager, recruiting officer and the People and Culture department, the Club will undertake an initial offer letter/communication through email. This email will detail the persons salary, job title, contractual benefits and Club Doncaster general non contractual benefits.

The initial offer communication will also attach the Club Doncaster self declaration form, personal detail form, which will require contacts of two written reference details and HMRC New Starter form.

Any offer made following interviews will be subject to the appropriate level of checking for the post, through self declaration DBS, and appropriate references. References should include specific questions regarding a candidate's suitability to work with children and/or vulnerable adults.

For internal applicants/promotions; two references should be requested (one can be internal). This for instances where their line manager changes. When the line manager remains the same, only one reference is required.

Note: All paperwork relating to recruitment and selection must be kept for six months and can be destroyed after this time period has lapsed.

7. Social media checks

The Club will seek to conduct social media check on successful applicants to ensure their online foot print aligns with the club's policies and culture. This can also be an opportunity to research any potential safeguarding or reputational risks that may come with the appointment.

Social media checks must be mentioned during the recruitment procedure if they are going to be conducted.

8. Qualification checks

During induction, employees should bring their relevant qualifications/certificates with them for People and Culture to keep on file. This is to ensure they are fit to practice.

9. Risk assessments

If anything arises during the safer recruitment pre-employment checks, a risk assessment must be carried out before the individual begins their role. This assessment must be thorough, objective, and evidence based to ensure a fair and defensible outcome.

10. Safeguarding

The Company ensures that all children, young people and adults who come in contact with our staff and services are protected appropriately. For full details on the procedures and policies, please refer to the Safeguarding policy.

Club Doncaster will undertake DBS checks through either the FA, RFL or Know Your People. In relation to the checking for the purposes of professional sport, Club Doncaster reserve the right to consult governing bodies via DBS and reference checking to ensure that the person is not barred or suspended from working within specified sports.

11. Right to Work in the UK

All Employees must be checked to ensure they have a right to work in the UK, through passports and appropriate visas.

12. Equal opportunities

The Company is committed to being an equal opportunities employer. Refer to the Equality, Diversity and Inclusion Policy. We reserve the right to recruit part-time/job share and temporary contracts. New Employees will be subject to a probation period, refer to Probationary Period.