



## Recruitment Procedures

### 1. Introduction

This policy outlines Motherwell FC Community Trust's commitment to a robust and rigorous recruitment process. It is designed to ensure that every individual appointed to a role within our charity is suitable to work with children and adults at risk, thereby guaranteeing a safe, supportive, and inclusive environment for all our members.

#### 1.1 Aim & Purpose of Policy

The aim of this policy is to attract the best possible candidates and deter or prevent unsuitable individuals from joining our club. Its purpose is to provide a clear and consistent framework for all recruitment, selection, and employment activities. This policy is a cornerstone of our child wellbeing and protection framework.

1.2 This policy applies to all individuals within Motherwell FC Community Trust involved in the hiring process, as well as all applicants for paid or voluntary roles. Motherwell FC Community Trust is committed to ensuring that every person who takes part in our activities can do so in an enjoyable and safe environment.

1.3 Our recruitment practices are founded on the principles of safer recruitment, equal opportunity, and fairness. They are aligned with the National Guidance for Child Protection in Scotland 2021 (updated 2023), the principles of 'Getting it Right for Every Child' (GIRFEC), the Articles of the UN Convention on the Rights of the Child (UNCRC), and the Equality Act 2010.

1.4 When recruiting, we seek individuals who demonstrate they are:

**INCLUSIVE:** We create a culture where rights are respected and everyone is treated fairly, with dignity and respect.

**APPROACHABLE:** We are visible, accessible, and caring. We build respectful relationships, listening to people's voices and championing their views.

**EMPOWERING:** We encourage and support people to express their views. We listen to their voice and act upon it.

**ACCOUNTABLE:** We accept responsibility and take ownership of the wellbeing and protection of everyone in our club.

#### 1.5 Governing Principles and Legal Framework

This policy is anchored in the key legal and ethical frameworks that govern both safeguarding and general employment in Scotland and the UK. All procedures are designed to be fair, effective, and legally compliant. The policy is fully aligned with:

**Employment Law:** The principles of good practice set out by the Advisory, Conciliation and Arbitration Service (ACAS), the Equality Act 2010, the Working Time Regulations 1998, and the General Data Protection Regulation (UK GDPR).

**Child Protection Law and Guidance:** The **United Nations Convention on the Rights of the Child (UNCRC)**, particularly the principles of the best interests of the child (Article 3) and the right to be heard (Article 12).

**Getting it Right for Every Child (GIRFEC)**, Scotland's national approach to improving outcomes for children, utilising the SHANARRI wellbeing indicators (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included).

The **National Guidance for Child Protection in Scotland 2021 (updated 2023)**, the statutory guidance that all organisations working with children must follow.

The **Children and Young People (Scotland) Act 2014**, which embeds key elements of GIRFEC and the UNCRC into Scots law.

The **Adult Support and Protection (Scotland) Act 2007**, which provides the statutory framework for protecting adults at risk.

## **51.6 Relationship to Core Safeguarding Policies**

This Recruitment, Selection, and Employment Policy is a cornerstone of the club's governance framework but does not operate in isolation. It must be read, understood, and implemented in direct conjunction with two other key documents:

### **Safeguarding and Wellbeing Policy Responding to Safeguarding Concerns Policy**

Together, these policies form the club's integrated safeguarding framework. This recruitment policy provides the proactive, preventative measures (the "first line of defence"), while the other policies provide the principles and reactive procedures for maintaining a safe environment and managing any concerns that arise. A consistent and harmonised approach across all three documents is essential for robust and effective governance. To this end, this policy has been aligned to the annual review cycle of the other core policies, ensuring the entire safeguarding framework is reviewed and updated cohesively, preventing procedural gaps and maintaining compliance with evolving legislation and best practice.

## **2.0 Roles and Responsibilities in the Recruitment Process**

A robust and effective recruitment process depends on clarity and accountability. The following defines the specific roles and responsibilities of all individuals involved in the recruitment and selection process at Motherwell FC Community Trust.

### **MFCCT Board**

Holds ultimate accountability for the implementation and effectiveness of this policy.  
Ensures the appointment of a competent and appropriately trained Child Wellbeing and Protection Officer

### **Member of Staff i/c Specific Role**

Defines the role requirements, drafting a clear job description and person specification, avoiding discriminatory language.  
Ensures safeguarding duties are explicitly included in the role description.  
Participates in the shortlisting and interview process, assessing candidates fairly against the defined criteria

### **CWPO**

Guarantees that adequate resources are allocated for essential processes, including PVG scheme checks and mandatory safeguarding training for all staff and volunteers.  
Conducts checks on non-safeguarding aspects of references (e.g., technical skills, attendance).  
Makes the final hiring decision, which must be made in formal consultation with, and with the agreement of, the WPO regarding the candidate's safeguarding suitability.  
Acts as the lead safeguarding advisor throughout every stage of the recruitment process.  
Reviews and approves the safeguarding content of all role descriptions and advertisements.  
Scrutinises all completed Self-Disclosure Forms prior to interview.  
Formulates and asks values-based and scenario-based safeguarding questions during the interview.  
Scrutinises all references specifically for safeguarding content and suitability to work with children and adults at risk.  
Manages the entire Protecting Vulnerable Groups (PVG) scheme application process.  
Leads the risk assessment process for any disclosed information.  
Leads the mandatory safeguarding induction for all new starters.

### **Applicant**

Holds the responsibility to provide information that is accurate, complete, and truthful throughout the process.  
Engages with the recruitment and vetting process openly and honestly.  
Completes the Self-Disclosure Form fully, declaring any and all past offences as required.  
Understands that providing false or incomplete information may lead to the withdrawal of an offer or dismissal if discovered after appointment.

## 3.0 The Recruitment and Selection Framework

Motherwell FC Community Trust operates a robust recruitment and selection framework for every role. This procedure is designed to be thorough, consistent, and fair, ensuring that suitability and safeguarding are the central considerations at every step. A conditional offer of appointment may be made following the selection stage, but no individual is permitted to commence their role, paid or voluntary, until all pre-appointment vetting and checks outlined in Stage 4 have been satisfactorily completed and signed off.

### 3.1 Stage 1: Role Definition and Advertising

The foundation of effective recruitment is a clear understanding of the role and its requirements.

**Job Description and Person Specification:** Every role must have a clear and accurate job description, these documents must be finalised before advertising. These documents must be finalised before advertising

and will form the basis for objective selection criteria. They must be drafted to avoid discriminatory language or requirements.

**Safeguarding Responsibilities:** Every role description involving contact with children or adults at risk must contain a specific section detailing the holder's safeguarding responsibilities. This includes their duty to adhere to the Child Wellbeing & Protection Policy, the Responding to Concerns Policy, and the relevant Codes of Conduct.

**Advertising:** All advertisements must be written to attract a diverse applicant base and must include a clear statement declaring the club's commitment to safeguarding and equality. Any advert for a role involving work with children must also explicitly state that the appointment is subject to a satisfactory Protecting Vulnerable Groups (PVG) scheme check.

### 3.2 Stage 2: Application and Shortlisting

To ensure consistency and fairness, the club follows a standardised application and shortlisting process.

**Cover Letter and Current CV:** All candidates must complete both letter and CV to be considered.

**Shortlisting:** Candidates will be shortlisted for interview based on a fair and objective assessment of their application against the criteria in the person specification. All those involved in shortlisting must be aware of the principles of non-discrimination.

### 3.3 Stage 3 Interview and Selection Methods

The selection stage is a critical opportunity to assess a candidate's suitability, skills, and values.

**Interview Panel:** Interviews will be conducted by a panel of at least two people who have been trained in fair and effective interview techniques.

**Structured Interview:** The interview will be structured to ensure consistency and fairness.

### 3.4 Stage 4: Pre-Appointment Vetting and Checks

No individual may begin their role at Motherwell FC Community Trust until the following checks have been completed to the satisfaction of the charity:

**References:** A minimum of two satisfactory references will be requested and verified.

For roles involving children, one reference must be from the applicant's most recent employer or organisation where they worked with children.

**Protecting Vulnerable Groups (PVG) Scheme:** For all eligible roles, the CWPO will initiate and manage the PVG application process through Disclosure Scotland. The club will not permit an individual to start in a regulated role until their PVG scheme membership certificate has been received and reviewed.

**Right to Work:** The club must verify every individual's eligibility to work in the UK before their employment commences.

**Identity and Qualifications:** The club will verify the applicant's identity using photographic identification and will verify any professional or coaching qualifications claimed on the application form.

### 3.5 Stage 5: Making the Appointment and Managing Disclosures

The final appointment decision is a considered judgment based on all the evidence gathered.