



SAFER RECRUITMENT & SUITABILITY POLICY

CAA Accreditation & Compliance Policy

Football Development East Limited

Version	2.0
Issue date	30th September 2026
Next scheduled review	31st December 2027
Policy owner	Jon Haines
Senior role	Owner / Senior Responsible Person
Applies to	All FDE staff, workers, coaches, volunteers, contractors and relevant partners

FDE POLICY POSITION

This policy forms part of FDE's safeguarding, welfare and operational governance framework. It is intended to be applied in practice, not simply retained as a compliance document.



1. Purpose and commitment

FDE is committed to safeguarding and promoting the welfare of children and young people. Recruitment is treated as a safeguarding process. FDE will take reasonable and lawful steps to deter, identify and reject applicants who are unsuitable to work with children, and will maintain a culture of ongoing vigilance after appointment.

RECRUITMENT NON-NEGOTIABLE

No appointment will be confirmed solely on the basis of a CV, personal recommendation, reputation in football or an existing relationship with FDE. Required safeguarding and suitability checks must be completed and recorded.

2. Scope

This policy applies to employees, coaches, sessional workers, volunteers, contractors and other individuals whose role may bring them into contact with children through FDE activities.

3. Advertising and role information

- Every role will have a written role description and person specification setting out safeguarding responsibilities.
- Advertisements for roles involving children will state FDE's commitment to safeguarding and that appointment is subject to the level of criminal-record check lawfully applicable to the role, including an Enhanced DBS check and Children's Barred List check where the role is eligible.
- FDE will not knowingly appoint a person who is barred from regulated activity to a role from which they are barred.

4. Application process

- Applicants must complete FDE's standard application form. A CV may supplement but will not replace the application form.
- The form must provide a full chronological employment, volunteering and education history, with dates. Gaps and inconsistencies must be explained and explored.
- Shortlisted candidates must complete a confidential self-declaration concerning relevant criminal history, safeguarding concerns, disciplinary matters and suitability to work with children, to the extent lawful.
- Information will be processed in accordance with FDE's Data Protection and Confidentiality Policies.



5. Shortlisting and online searches

Shortlisting will be against the role criteria. Where appropriate and proportionate, FDE will conduct a documented online search of publicly available information for shortlisted candidates to identify information relevant to suitability to work with children. Candidates will be informed that this may occur. Searches will not be used to discriminate unlawfully or to explore irrelevant protected/private matters.

6. Interview

All shortlisted candidates will normally attend a face-to-face interview, which may be in person or, where justified, live video with identity verification. At least one interviewer will have safeguarding awareness appropriate to the role. Safeguarding scenarios, professional boundaries, motivation for working with children and any gaps or concerns will be explored and recorded.

7. References

- At least two professional references will be requested and verified before the individual commences unsupervised work with children.
- At least one should normally be from the current or most recent employer or organisation, and where possible a referee able to comment on work with children.
- References will be obtained directly from the referee using organisational contact details where practicable; open testimonials alone are insufficient.
- Any discrepancy between the application, interview and references will be resolved before appointment.

8. Identity, right to work, qualifications and criminal-record checks

- Original or approved evidence of identity and right to work will be checked before appointment is confirmed.
- Relevant qualifications and professional memberships will be verified where material to the role.
- For England and Wales, FDE will determine DBS eligibility for each role and obtain the correct level of DBS check. Where a role is eligible for Enhanced DBS with Children's Barred List information, that level will be required before regulated activity begins, subject only to a documented lawful risk-managed exception.
- For roles based in Scotland or Northern Ireland, the corresponding Disclosure Scotland/PVG or AccessNI arrangements will be used as applicable.
- Where a candidate has lived or worked outside the UK for a significant period, normally six months or more, FDE will seek appropriate overseas criminal-record or certificate-of-good-conduct information where available and proportionate.



DBS ELIGIBILITY

FDE will not request a higher level of criminal-record information than the law permits. DBS eligibility depends on the activities and frequency of the role. Eligibility will be reassessed if duties change.

9. Commencement and safeguarding induction

- Required pre-appointment checks must be satisfactory before appointment is confirmed and before unsupervised work with children begins.
- On or before the first working day, the individual must complete safeguarding induction and read and sign FDE's Safeguarding Children Policy and Staff Code of Conduct.
- Induction will include reporting routes, allegations against adults, whistleblowing, professional boundaries, emergency procedures, health and safety and information handling.
- All staff and volunteers will complete safeguarding training at least annually, with role-specific updates where required.

10. DBS renewal and Update Service

FDE requires relevant DBS/PVG/AccessNI checks to be refreshed at least every three years, or sooner where required by a governing body, commissioner, role change, safeguarding concern or law. FDE strongly encourages eligible staff to subscribe to the DBS Update Service. Where an individual is subscribed, FDE may carry out periodic status checks with their consent and in accordance with DBS rules; the original certificate and identity must first have been appropriately verified.

11. Single Central Record

FDE will maintain a live Single Central Record (SCR) for staff and volunteers. As applicable, it will record identity checks, right-to-work status, application and interview completion, references, DBS/PVG/AccessNI level and date, barred-list information where lawfully checked, overseas checks, qualifications, safeguarding training, first-aid status, induction and policy acknowledgements. Access will be restricted and the SCR will not contain more criminal-record detail than necessary.

12. Ongoing suitability and vigilance

- Suitability does not end at recruitment. Staff must report relevant changes, safeguarding allegations, criminal matters or circumstances that may affect their role, subject to lawful requirements.
- Managers will respond to low-level concerns, boundary concerns, complaints, allegations and patterns of behaviour in accordance with safeguarding procedures.



- Where information raises a concern, FDE may restrict duties, seek safeguarding advice, make statutory or governing-body referrals, investigate under applicable procedures or end an engagement.
- Whistleblowers will be able to raise concerns confidentially and without retaliation for making a genuine concern in good faith.

13. Recruitment records

Recruitment records will be stored securely, accessed only by authorised persons and retained in accordance with FDE's retention arrangements and applicable data-protection law.

14. Legal and practice framework

- Safeguarding Vulnerable Groups Act 2006 and subsequent amendments
- Protection of Freedoms Act 2012
- Rehabilitation of Offenders Act 1974 and Exceptions Order, where applicable
- Data Protection Act 2018 and UK GDPR
- Current Disclosure and Barring Service eligibility guidance, including sports-sector guidance
- Current FA safeguarding and safer-recruitment requirements where applicable to FDE activity

Approval and review

This policy was issued on 30th September 2026. It will be kept under review and may be revised sooner following legislative, regulatory, safeguarding, operational or CAA requirements. The next scheduled formal review is 31st December 2027.

Name

Jon Haines

Senior job title

Owner / Senior Responsible Person

Signature

Date signed

30th September 2026

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