



Glasgow Girls FC – Appointment & Selection Policy

1. Purpose

The purpose of this policy is to ensure that **Glasgow Girls FC** attracts, appoints and retains the most suitable and qualified individuals for coaching, administrative, and volunteer roles — **particularly those involving regulated work with children and young people** — in a manner that is **safe, transparent, consistent, inclusive and compliant with SWF safeguarding requirements**.

This policy supports the safeguarding of all club members by ensuring staff and volunteers are selected fairly and in line with best practice.

2. Scope

This policy applies to:

- All **coaches, assistant coaches, team managers, volunteers, officials and club staff** appointed by Glasgow Girls FC where the role involves contact with children and/or young people.
 - All **paid and unpaid positions** where regulated work is performed.
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3. Principles

All appointment and selection processes at Glasgow Girls FC will be undertaken in accordance with the following principles:

3.1 Safeguarding First

The welfare and safety of children and young people in our club's care are the highest priority. Selection practices will identify and mitigate risks associated with adults working with minors.

3.2 Fairness and Equality

All applicants will be treated fairly, objectively, and without discrimination on any protected characteristic (e.g., age, sex, race, disability, sexual orientation). Decisions will be based on merit and the requirements of the role.

3.3 Transparency and Accountability

The club will provide clear information to applicants about the selection process, requirements, responsibilities, and expected standards of conduct.

3.4 Compliance

The club will comply with all applicable laws, SWF policies, and governance standards reflecting recruitment, data protection (e.g., GDPR), and safeguarding.

4. Role Definition & Advertisement

- A **role description** and **person specification** will be developed for each position, outlining duties, competencies, safeguarding responsibilities, qualifications, and expected behaviours.
 - All regulated roles involving contact with children must clearly state this in the advert.
 - Positions will be advertised appropriately to encourage a range of suitable applicants.
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5. Application Process

- Interested individuals must complete an **official application form**.
 - Relevant supporting information (qualifications, references, etc.) must be provided.
 - For roles involving regulated work with children, individuals must complete:
 - A **self-declaration form** and
 - A **PVG application/Scheme Record Update**, as required.
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6. Interview & Selection

- Shortlisted applicants will be invited to interview or assessment, focusing on suitability, skills, experience, and commitment to the club's values and safeguarding standards.

- Selection decisions will be made by at least two trained club representatives to ensure impartiality.
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7. References & Checks

- A minimum of **two references** will be obtained for all prospective staff/volunteers.
 - For regulated posts, references should ideally include previous experience working with children.
 - References from close relatives will not be accepted.
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8. PVG & Safeguarding Clearance

- For all regulated roles, appointment **cannot proceed** until:
 - SWF-approved **PVG outcome is received and considered satisfactory**, and
 - A **risk assessment (if required)** is completed in consultation with SWF processes.
 - Candidates may not commence regulated duties until fully approved.
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9. Offer of Appointment

- Successful candidates will receive a written offer detailing:
 - The role and responsibilities
 - Start date and probation requirements
 - A requirement to adhere to Glasgow Girls FC policies (including Safeguarding, Code of Conduct, and SWF Child Wellbeing and Protection policies)
 - Terms of appointment including confidentiality and data privacy obligations.
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10. Induction & Ongoing Support

- All new appointees will receive an induction covering:
 - Club values, expectations and culture
 - Safeguarding and wellbeing procedures
 - Relevant training opportunities
 - Ongoing supervision, monitoring, appraisals and professional development opportunities will be provided to support long-term quality and welfare.
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11. Record Keeping

- The club will maintain confidential, secure and accurate records of all recruitment, vetting, and selection documentation in accordance with data protection legislation.
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12. Monitoring & Policy Review

- Glasgow Girls FC will regularly review this policy and related procedures to ensure they remain compliant with SWF guidelines, legislative requirements, and evolving best practice.
 - All staff and volunteers will be informed of updates and required to comply with changes.
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13. Related Policies (must be read in conjunction with)

- Glasgow Girls FC Child Protection & Safeguarding Policy
- Glasgow Girls FC Equality, Diversity & Inclusion Policy
- SWF Child Wellbeing and Protection Policy and Toolkit

Rewritten Feb 2026 D.McDermott (Trustee) and P. Davies (Trustee) will be reviewed Feb 2027