

AYR UNITED FOOTBALL ACADEMY



POLICY **Disclosure Protocol**
FOR **VOLUNTEERS AND STAFF**
VERSION 1.1

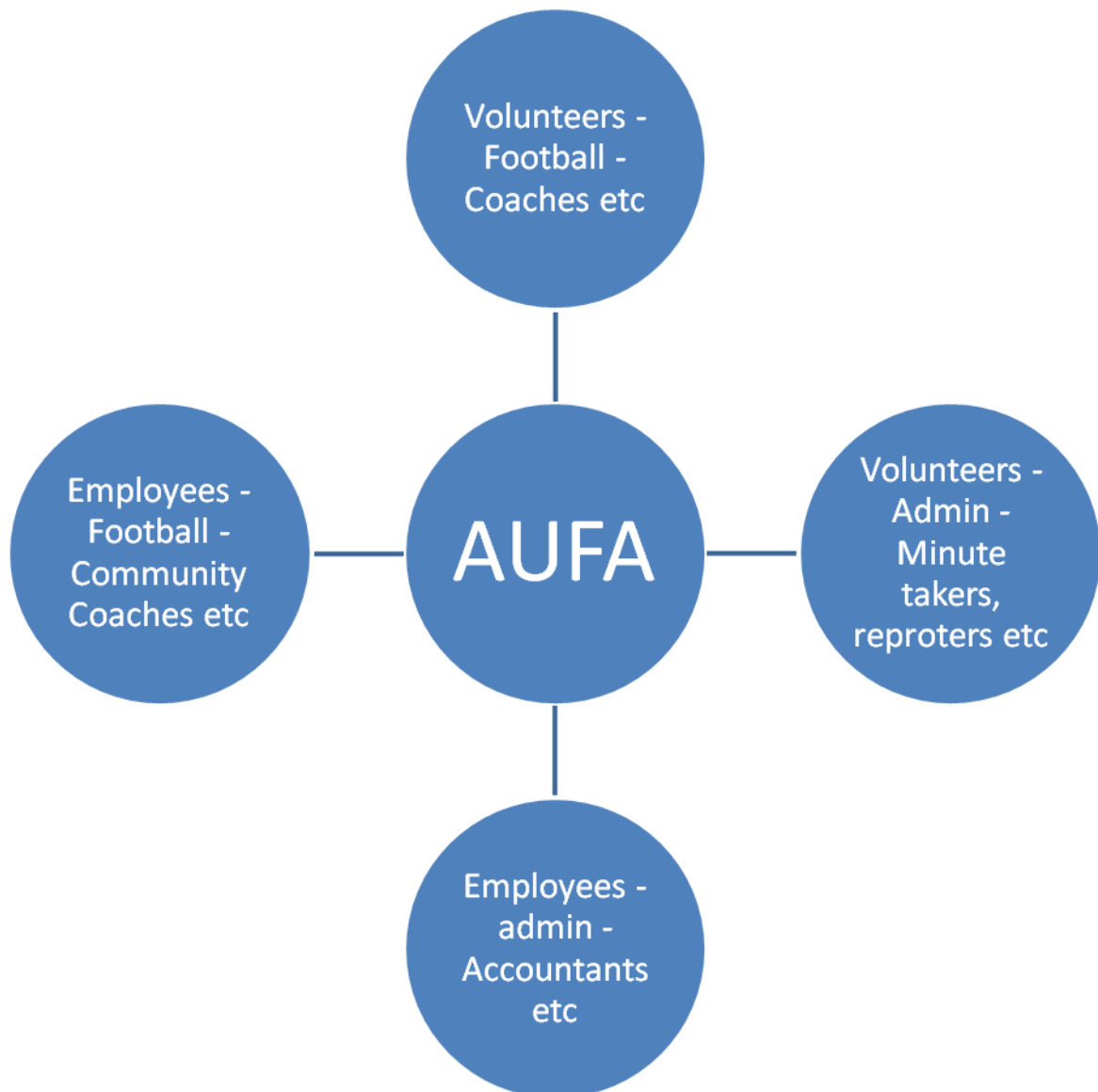
Created
Passed by Board of Management
Review dates

August 2012
January 2013
September 2017

Ayr United Football Academy

Disclosure Protocol

The following protocol explains how the Academy protects its client grouping whilst ensuring that we have the right personnel matched to the right activities. The Academy can be seen as having two different types of people representing the Academy and working within its organisations – volunteers and employees. The protocols, procedures and policies of the Academy apply equally to each. Equally it has infrastructural support – admin – for its principal activities – football. The policies, protocols and procedures are, however applied differently as admin support may not have direct, unsupervised access to young people and vulnerable adults. The safeguarding policy of AUFA, does however point to how we are able to monitor and ensure that our young people and vulnerable adults are safe. We believe that it is the operation of what we write that is the greatest safeguard.



Procedure	Responsibility	Notes	Policy
Gap identified	Head of Youth	Within administration this is usually identified strategically at Board level and therefore has the full endorsement of the Board. Regular structural reviews are undertaken. Within the footballing operation of the Academy this is much less formal as gaps occur regularly and devolved approval to the Managing Director and Head of Youth to fill any gaps that appear within coaching structures or community programmes. The Board approve the coaching structure annually.	Recruitment Policy
	Managing Director		
Draft Job Description and Job Specification	Head of Youth	We already have full job descriptions for all posts as required by the SFA. Where there may be changes these are approved by the Board and submitted to Disclosure Scotland and/or the SFA	Recruitment Policy
	Managing Director		
Advert	Head of Youth	Adverts are rarely drawn up as posts within volunteering are picked up quickly or people are identified as being useful to the organisation.	Recruitment Policy
	Managing Director		
	Line Manager		
Shortleeting	Head of Youth	Once again appointments tend to be made through approaches made to individuals identified by all three people identified as responsible.	Recruitment Policy
	Managing Director		
	Line Manager		
Interviewing	Head of Youth	Where interviews take place the Managing Director will either sit in or delegate responsibility as appropriate. At interview candidates are always asked to disclose anything that may appear in a disclosure.	Recruitment Policy
	Line Manager		
Disclosure application	Administrator Shaun Ferrie	Following interview a disclosure application is made or where an applicant is already a member of the PVG scheme application is made for their record.	Safeguarding Policy
Disclosure Result	Administrator Shaun Ferrie	The result of any disclosure is held centrally in a locked cupboard at Somerset Park. If the administrator has any issues regarding a disclosure that is discussed with the safeguarder at the first available opportunity.	Safeguarding Policy
Supervision	Line Manager	All personnel involved within the Academy have a clear line management structure with all lines leading to the Board of Management. Reviews are built in as appropriate.	All policies