

ACE Development Academy CIC Recruitment Policy

Date Adopted: 31/08/2025 Next Review Date: 31/08/2026

1. Purpose

This Recruitment Policy sets out how ACE Development Academy CIC recruits staff, coaches, and volunteers in a fair, transparent, and safe manner. It ensures safeguarding is prioritised and that recruitment processes support the values and objectives of the academy.

2. Principles

- Recruitment will be fair, consistent, and non-discriminatory. - All appointments will be made on merit, based on skills, qualifications, and suitability for the role. - Safeguarding and child protection are central to recruitment decisions. - Equality, diversity, and inclusion will be embedded in the recruitment process.

3. Recruitment Process

- All vacancies will be advertised openly where possible, ensuring equal access to opportunities. - Clear job descriptions and person specifications will be provided for each role. - Shortlisted candidates will be interviewed by at least two members of staff/board. - References will be obtained and verified prior to appointment. - Successful candidates will undergo an induction, including safeguarding training and policy familiarisation.

4. Safer Recruitment

- All staff and volunteers working with children must complete an enhanced DBS check before starting their role. - Applicants must declare any criminal convictions or safeguarding concerns. - Gaps in employment history will be explored during interviews. - A probationary period will apply for all new roles, during which performance and suitability will be assessed.

5. Equal Opportunities

- ACE Development Academy is committed to being an equal opportunities employer. - We welcome applications from underrepresented groups in football and sport. - No applicant will be discriminated against on the grounds of age, gender, race, religion, disability, or sexual orientation.

6. Monitoring & Review

- Recruitment practices will be regularly reviewed to ensure compliance with safeguarding standards and employment law. - This policy will be reviewed annually or sooner if required by legislative or FA changes.

Signed: Director / Designated Safeguarding Officer Date: 31/08/2025