

# **KIRKFIELD UNITED FOOTBALL CLUB**



**COACH, VOLUNTEER AND  
HELPER REGISTRATION  
AND VETTING POLICY**

**[WWW.KIRKFIELDUNITED.COM](http://WWW.KIRKFIELDUNITED.COM)**



## **SECTION 1 - PURPOSE OF THE POLICY**

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Kirkfield United is committed to the highest standards of child protection, wellbeing, governance, and legal compliance. This policy outlines the mandatory vetting process for all prospective coaches, volunteers, and helpers before they are permitted to work with children or represent the club.

This process protects:

- Children and young people
- Parents and families
- The club and its reputation
- The wider community
- The integrity of Scottish youth football

## **SECTION 2 - REQUIREMENT FOR PRE-REGISTRATION VETTING**

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Before any individual can begin coaching, volunteering, or assisting at Kirkfield United, they must complete the club's Application Form.

This form collects:

- Personal details
- Relevant experience and qualifications
- Motivation for applying
- Confirmation of understanding of safeguarding responsibilities
- Details of two independent referees

## **SECTION 3 - REFERENCE CHECKS**

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All applicants must provide two references who:

- Are independent of the club
- Are not family members
- Can comment on the applicant's character, reliability, and suitability to work with children
- Have known the applicant for a reasonable period of time

The club will:

- Contact both referees directly
- Record the responses
- Assess the applicant's suitability based on the information provided

Reference checks are a mandatory safeguarding requirement and cannot be bypassed.



## **SECTION 4 - MANGEMENT CHECKS**

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Once references have been received and assessed:

The Management Committee will review the application

The committee will determine whether the applicant is suitable to progress

Only after committee approval may the applicant proceed to the PVG membership or update process

This ensures that the club maintains full control over who is permitted to work with children under its name.

## **SECTION 5 - PVG CHECKS**

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A PVG check will only be initiated when:

The application form is complete

Both references have been verified

The Management Committee has approved the applicant to proceed

No applicant may begin any role until the PVG process is complete and clearance is confirmed.

This protects the club from:

Legal exposure

Safeguarding breaches

Reputational risk

Non-compliance with SFA/SYFA standards

## **SECTION 6 - RATIONALE FOR THIS PROCESS**

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This vetting process ensures:

Compliance with safeguarding legislation

Compliance with SFA/SYFA Child Wellbeing & Protection Standards

A safe environment for all children

Strong governance and accountability

Protection of the club from legal or reputational harm

Assurance that only suitable individuals are permitted to work with young people

Kirkfield United will always prioritise child protection and wellbeing above convenience or speed of onboarding.



## **SECTION 7 - REFUSAL OF AN APPLICATION**

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The Management Committee reserves the right to:

- Decline an application
- Request further information
- Defer a decision pending additional checks
- Prevent an applicant from progressing to PVG if concerns arise

The committee's decision is final and is made solely in the best interests of child safety and club governance.

## **SECTION 8 - CONFIDENTIALITY**

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All application forms, reference responses, and committee decisions are handled confidentially and stored in accordance with data protection requirements.

## **SECTION 9 - RETENTION OF RECORDS**

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Kirkfield United maintains clear and accountable records of all coach, volunteer, and helper applications to ensure transparency, safeguarding compliance, and strong governance.

The club will retain:

- Completed application forms
- Reference responses
- Committee decisions and outcomes
- Any supporting documentation

Retention periods:

Successful applicants: Records are retained for the full duration of the individual's involvement with the club.

Declined applicants: Records are retained for 12 months from the date of the committee's decision.

All records are stored securely and handled in accordance with data protection requirements.

## **SECTION 10 - POLICY REVIEW**

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This policy will be reviewed annually or following any change in safeguarding legislation, SFA/SYFA guidance, or club governance procedures.

# CHANGE LOG



VERSION	CHANGES	WHO	EFFECTIVE
FEB-2026	Initial Policy	Chris Russell	23/02/26