

RECRUITING AND EMPLOYMENT STANDARDS

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FOR CHILD SAFEGUARDING



FC BARCELONA



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Futbol Club Barcelona
Av. de Aristides Maillol, s/n 08028 Barcelona

AUTHORS:

F. Javier Romeo Biedma (Espirales Consultoría de Infancia)
Pepa Horno Goicoechea (Espirales Consultoría de Infancia)

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1. OBJECTIVES

Within the framework of its **Child Safeguarding Policy**, FC Barcelona is firmly committed to ensuring the well-being of the children and young people who participate in its programs and projects and use its facilities.

The **Risk Mapping and Protective Measures** document covers the necessary aspects for ensuring that the sports grounds, facilities and areas used by children and young people are safe and protective environments, which is a first step in ensuring that their rights are safeguarded. However, it is not enough to make sure that the facilities are physically and emotionally safe; children and young people need protective adults who have the right profile and who know their needs, their abilities and their rights. In order to ensure that each professional or person who interacts with children and young people has the necessary knowledge, skills and abilities, FC Barcelona has equipped itself with these **Recruiting and Employment Standards**.

These standards are mandatory for all professionals that have a direct contract with FC Barcelona and for all persons with a similar relationship (volunteers, interns, professional service providers), who will be interacting with children and young people. FC Barcelona partner organizations undertake to apply these **Recruiting and Employment Standards** to all persons who will be interacting with children and young people in the context of FC Barcelona activities, projects and programs.



2. REQUIREMENTS FOR ACCEPTANCE IN THE RECRUITING PROCESS

The pre-screening process is intended to rule out applications that do not meet the minimum standards. From a transparency perspective, the recruiting organization must make clear that failure to meet these standards will result in disqualification from the recruiting process, regardless of the rest of the documentation supplied.

Standards	Indicators	Importance and rationale
The job candidate has not been convicted of sex offences or offences against a person's physical or mental well-being	Option 1: Negative certificate from the Central Register of Sex and Human Trafficking Offenders issued in the last two months. Option 2: Certificate of criminal record check or national equivalent issued in the last two months.	Mandatory. This is a legal obligation. It also shows that the person is familiar with the basic procedure for working with children and young people.
The job candidate gives references that provide information about their work in previous positions (whether these were formal or informal).	At least two references (letters of recommendation, employment or training certificates) from professionals and organizations from previous positions, including contact details of the persons supporting the application (full name, organization, position, relationship with the job candidate, telephone number and email address).	Mandatory. In the final phase of the recruiting procedure, references must be checked with professionals from previous positions. Job candidates must be told that these persons will be contacted before the personal interview takes place.

When a job candidate meets the above criteria, they can move on to the next step in the recruiting procedure. If they do not meet them, their application is rejected.





3. RECRUITING STANDARDS

3.1. SELECTION OF JOB CANDIDATES

Once the job candidates that comply with the pre-screening requirements have been selected, the recruiting review process can begin. In addition to the technical and professional criteria specific to each position, job candidates that meet the following recruiting standards, depending on the level of responsibility of the position, will be selected.

Standards	Indicators	Importance and rationale
The job candidate has the necessary legal or professional qualifications for the position.	Official qualifications, training or employment certificates.	Mandatory. Many positions (in medicine, nursing, physiotherapy, psychology, education, etc.) require a specific mandatory qualification. In positions for which a specific qualification is not mandatory it is still advisable , and preference will be given to job candidates who can provide diplomas or certificates as evidence of their qualifications.
The job candidate has the necessary technical training for the position.	Official qualifications, training or employment certificates.	Mandatory. Job candidates must demonstrate that they have the technical knowledge required for the specific position. It is not enough to have the appropriate qualification; evidence of specialization at the level of skills and abilities is also required.



Standards	Indicators	Importance and rationale
<p>The job candidate has adequate knowledge of evolutionary psychology for the age ranges with which they will be interacting.</p>	<p>The job candidate's cover letter must include a paragraph on how they approach their work with children and young people in the age ranges with which they will be interacting, making particular reference to their cognitive, emotional and behavioral abilities and needs.</p> <p>References to official qualifications, training certificates and previous experience that have provided knowledge on these aspects will also be viewed favorably.</p>	<p>Mandatory for professional positions. Children and young people cannot be left in the care of persons who have no knowledge of their psychological development and their cognitive, emotional and social needs.</p> <p>Advisable for non-professional positions (volunteers, interns). For these positions, there will always be someone in authority supervising the activities who does meet this requirement and will instruct the person in this regard.</p>
<p>The job candidate has theoretical and practical knowledge of the Child Rights-based Approach.</p>	<p>Certificates of training in the Rights of the Child.</p> <p>It is recommended that the applicant's cover letter include a paragraph on how they address the basic principles of the Rights of the Child, especially the paramountcy of the best interest of each child and young person, non-discrimination, the right to a dignified life and participation.</p>	<p>Advisable.</p> <p>FC Barcelona is firmly committed to the 1989 United Nations Convention on the Rights of the Child and regularly collaborates with organizations that work with a Child Rights-based Approach in various countries, so it places particular importance on all of its personnel having adequate knowledge of the Child Rights-based approach (with different levels of depth, depending on their positions).</p>
<p>The job candidate has experience working with children and young people.</p>	<p>Official qualifications, training or employment certificates.</p>	<p>Mandatory for professional positions. Children and young people cannot be left in the care of persons who have no experience.</p> <p>Advisable for non-professional positions (volunteers, interns). For these positions, there will always be someone in authority supervising the activities who does meet this requirement and will instruct the person in this regard.</p>



Standards	Indicators	Importance and rationale
The job candidate has experience working with groups of children and young people.	Official qualifications, training or employment certificates.	<p>Mandatory for professional positions. Children and young people cannot be left in the care of persons who have no specific experience in handling groups.</p> <p>Advisable for non-professional positions (volunteers, interns). For these positions, there will always be someone in authority supervising the activities who does meet this requirement.</p>
The job candidate has done personal work on their own life story and the conscious management of their emotions and affectivity.	Description of training undergone (on self-esteem, social skills, conflict resolution, etc.) and personal processes (therapy, supervision, other self-knowledge processes, etc.).	<p>Advisable. Although these aspects will be analyzed in the interview, and often there are no official documents available in this respect, some information on them should be sought from the early stages of the recruiting process.</p>
The job candidate belongs to a professional organization (chartered body, professional association, etc.) or sports organization (federation, professional sports association, etc.) that guarantees compliance with the standards of the related field.	<p>Membership of chartered bodies or similar professional associations.</p> <p>Membership of sports federations, professional associations and other sports supervisory bodies.</p>	<p>Mandatory for certain professions (medicine, nursing, physiotherapy, psychology, education, etc.).</p> <p>Mandatory for high-level coaches.</p> <p>Advisable for other coaches, technical and educational staff.</p> <p>Belonging to a sports or professional organization provides the assurance of an external body that can endorse or supervise a person's professional conduct, and can take disciplinary measures in the event of misconduct to prevent any repetition of it elsewhere.</p>

The job candidates who meet the technical and professional criteria as well as these recruiting standards, and are marked the highest, may go on to the next step of reference checking.



3.2. REFERENCE CHECKS

Before conducting interviews, the following aspects of each application must be checked with at least two referees. To do this, email contact must be made with them requesting a telephone conversation to carry out the reference check and compile a report summarizing the main points in terms of both strengths and weaknesses. It is important to contact at least two referees, since there may be aspects that one has not identified and the other has, for many reasons (different work in different places, different focus, the job candidate worked more or less closely with the referee, etc.).

Standards	Indicators	Importance and rationale
<p>The job candidate has the necessary legal or professional qualifications for the position.</p>	<p>The referees confirm the authenticity of the qualification for the current position based on the experience of the job candidate at their previous workplaces.</p>	<p>Mandatory. To avoid problems with possible false representations or forgeries, questions should be asked about the job candidate's qualifications to confirm which ones the referees are aware of.</p>
<p>The job candidate has the necessary technical training for the position.</p>	<p>The referees give a description of the job candidate's technical competencies.</p>	<p>Mandatory. Confirmation should be sought in the reference check interview of the job candidate's specialization in terms of technical skills and abilities, based on their performance in previous positions.</p>
<p>The job candidate has adequate knowledge of evolutionary psychology for the age ranges with which they will be interacting.</p>	<p>The referees describe situations in which the job candidate acted in a way that demonstrated their ability to understand the needs and abilities of children and young people of different ages.</p>	<p>Mandatory for professional positions. Confirmation should be sought in the reference check interview of the knowledge that the job candidate has demonstrated in previous positions regarding the psychological development of children and young people and their needs at a cognitive, emotional and social level. Advisable for non-professional positions (volunteers, interns). If the job candidate has no previous experience, the referee should be asked why they recommend them in this regard.</p>



Standards	Indicators	Importance and rationale
<p>The job candidate has theoretical and practical knowledge of the Child Rights-based Approach.</p>	<p>The referees describe the job candidate's knowledge of the Child Rights-based Approach.</p>	<p>Advisable. Confirmation should be sought in the reference check interview of the knowledge of the Child Rights-based approach that the job candidate has demonstrated in previous positions.</p>
<p>The job candidate has experience working with children and young people.</p>	<p>The referees describe the job candidate's experience in working with children and young people.</p>	<p>Mandatory for professional positions. The reference check interview should include an exploration of the experience of working with children and young people that the job candidate has shown in their previous positions. Advisable for non-professional positions (volunteers, interns). If the job candidate has no previous experience, the referee should be asked why they recommend them in this regard.</p>
<p>The job candidate has experience working with groups of children and young people.</p>	<p>The referees describe the job candidate's experience in working with groups of children and young people.</p>	<p>Mandatory for professional positions. The reference check interview should include an exploration of the experience of working with groups of children and young people that the job candidate has shown in their previous positions. Advisable for non-professional positions (volunteers, interns). If the job candidate has no previous experience, the referee should be asked why they recommend them in this regard.</p>
<p>The job candidate adheres to the standards of their professional field (code of ethics, relations with children and young people, with their families, and with fellow professionals, etc.).</p>	<p>The referees describe the job candidate's ethical conduct in relation to the professional code of the field of work.</p>	<p>Mandatory. Confirmation should be sought in the reference check interview that the job candidate has acted ethically and professionally in their previous positions.</p>

Standards	Indicators	Importance and rationale
<p>The job candidate has not engaged in inappropriate behavior in their previous positions.</p>	<p>The referees give a detailed description of how the job candidate has behaved in difficult, conflict or crisis situations, and confirm that there has been no inappropriate behavior in their previous positions.</p>	<p>Mandatory.</p> <p>Direct questions should be asked about difficult, conflict or crisis situations that the job candidate may have experienced in previous positions. Sometimes referees do not identify inappropriate behaviors even though they can give an account of them. The questions asked should seek to confirm:</p> <ul style="list-style-type: none"> • Has the job candidate engaged in any inappropriate behavior with children or young people, either in the context of their previous position or in their private life? • Has the job candidate been accused of inappropriate behavior? How was the situation managed and what conclusions were reached? • Has the job candidate been investigated for inappropriate behavior? How was the situation managed and what conclusions were reached? • Does the referee have any concerns regarding the job candidate, their mental or emotional stability, or their personal or professional skills?

The job candidates who are marked the highest in the reference check can go on to the personal interviews.



3.3. PERSONAL INTERVIEWS

Personal interviews must be conducted by at least two people at the same time, preferably with different and complementary profiles. It is advisable for one of them to be a Safeguarding Delegate, or to be trained in safeguarding. The other interviewer can have a more technical profile within the specific field (sports, educational, social, etc.). After each interview it is important to write a summary of the aspects explored for the persons conducting the interview to sign. This increases objectivity, ensures the integrity of the process and serves as a reference later if any doubts arise.

Apart from the technical questions relating to the specific position, which will vary according to the field of work, all job candidates must answer questions on the following aspects, and provide satisfactory responses for their level of responsibility in order to be selected.

Standards	Indicators	Importance and rationale
The job candidate has the necessary legal or professional qualifications for the position.	The job candidate explains why they are suitable for the job based on their legal and professional qualifications.	<p>Mandatory.</p> <p>To learn more about the different aspects, the job candidate should be asked to speak about their qualifications to establish how well they match the legal requirements of the position.</p>
The job candidate has the necessary technical training for the position.	The job candidate explains why they are suitable for the job based on their technical competencies.	<p>Mandatory.</p> <p>During the interview, the job candidate's specialization in terms of technical skills and abilities should be confirmed, by asking for examples of their performance in previous positions.</p>
The job candidate has adequate knowledge of evolutionary psychology for the age ranges with which they will be interacting.	The job candidate explains why they are suitable for the job based on situations in which their actions demonstrated their ability to cater for the needs and abilities of children and young people of different ages.	<p>Mandatory for professional positions.</p> <p>Confirmation must be sought in the interview of the knowledge that the job candidate has demonstrated in previous positions regarding the psychological development of children and young people and their needs at the cognitive, emotional and social level.</p> <p>Advisable for non-professional positions (volunteers, interns).</p> <p>If the job candidate has no previous experience, they should explain the abilities that they have acquired through other personal or professional experiences.</p>



Standards	Indicators	Importance and rationale
<p>The job candidate has theoretical and practical knowledge of the Child Rights-based Approach.</p>	<p>The job candidate explains why they are suitable for the job based on their knowledge of the Child Rights-based approach.</p>	<p>Advisable. Confirmation must be sought in the interview of the knowledge that the job candidate has demonstrated in previous positions regarding the Child Rights-based Approach.</p>
<p>The job candidate has experience working with children and young people.</p>	<p>The job candidate explains why they are suitable for the job based on their experience working with children and young people.</p>	<p>Mandatory for professional positions. The interview should include an exploration of the experience of working with children and young people that the job candidate has shown in previous positions. Advisable for non-professional positions (volunteers, interns). If the applicant has no previous experience, they should explain the abilities that they have acquired through other personal or professional experiences.</p>
<p>The job candidate has experience working with groups of children and young people.</p>	<p>The job candidate explains why they are suitable for the job based on their experience working with groups of children and young people.</p>	<p>Mandatory for professional positions. The interview should include an exploration of the experience of working with groups of children and young people that the job candidate has shown in previous positions. Advisable for non-professional positions (volunteers, interns). If the job candidate has no previous experience, they should explain the abilities that they have acquired through other personal or professional experiences.</p>
<p>The job candidate has experience of personal work on their own life story and the conscious management of their emotions and affectivity.</p>	<p>The job candidate describes the processes of affective and emotional development and growth they have experienced in their personal life, and identifies their strengths and weaknesses in this regard.</p>	<p>Mandatory. Confirmation should be sought in the interview that the job candidate has engaged in personal awareness processes, while respecting their privacy and focusing on what they have achieved.</p>



Standards	Indicators	Importance and rationale
<p>The job candidate is able to act with conscious affectivity and emotional awareness, especially with children and young people and their families.</p>	<p>The job candidate describes how they act with children and young people and their families, especially:</p> <ol style="list-style-type: none">1. How they handle their affectivity.2. How they act consciously and safely in relationships in which children and young people bond with them.3. How they take care of all phases of processes, especially the beginnings and endings.4. How they have a respectful regard for the people they work with.5. How they resolve conflicts non-violently.	<p>Mandatory.</p> <p>Each aspect of conscious affectivity and emotional awareness should be explored in detail, asking the job candidate to give concrete examples of situations and actions in previous positions.</p>
<p>The job candidate adheres to the standards of their professional field (code of ethics, relations with children and young people, with their families, and with fellow professionals, etc.).</p>	<p>The person describes their ethical criteria and gives some examples of ethical behavior in relation to the professional code of the work environment and previous situations that they have encountered personally or professionally.</p>	<p>Mandatory.</p> <p>Confirmation should be sought in the interview that the job candidate is aware of the code of ethics that applies to their field and that they have acted ethically and professionally in previous positions.</p>
<p>The person has not engaged in inappropriate behavior in their previous positions.</p>	<p>The person explains in detail their behavior in difficult, conflict or crisis situations, and explicitly declares that they have not engaged in inappropriate behavior in their previous positions.</p>	<p>Mandatory.</p> <p>The job candidate should be asked directly about difficult, conflict or crisis situations that they may have experienced in their previous positions. The questions asked should seek to confirm:</p> <ul style="list-style-type: none">• Has the job candidate engaged in any inappropriate behavior with children or young people their previous position or in their private life?• Has the job candidate been accused of inappropriate behavior? How was the situation handled and what conclusions were reached?• Has the job candidate been investigated for inappropriate behavior? How was the situation handled and what conclusions were reached?• Does the job candidate have any concerns regarding themselves, their mental or emotional stability, their personal or professional skills?

Based on the safeguarding aspects referred to in this section, in conjunction with all the professional and technical aspects, it will be possible to make a decision on employing the job candidates who are the best fit for the set of criteria.





4. EMPLOYMENT STANDARDS

Once the successful job candidate has been selected and they have been informed of the decision, the next step is to complete the formalities for their employment. Seen from an Conscious Affectivity perspective, this is a process with different steps in time, not a single legal act. Accordingly, special attention will be paid to the induction of the new starter into the various teams of which they form part and their education in the organization's child safeguarding measures.

Standards	Indicators	Importance and rationale
The new starter and the organization sign a contract in which the mutual obligations are made clear.	An employment, professional, service provision, internship, or volunteer contract or a written agreement for some other type of association.	Mandatory. Apart from being a legal obligation, the contract and its annexes must clearly set out the responsibilities, rights and mutual obligations of the parties involved.
The organization clearly sets out the criteria and timing for performance evaluation, and the new starter accepts and commits to the evaluation processes.	The contract includes specific clauses on the evaluation of the performance of the person employed, indicating how and when it will take place, and the consequences of failing an evaluation.	Mandatory. It is essential that the person employed knows from the start how their performance will be evaluated and the implications it can have for their continuing employment.
The person knows the organization's Child Safeguarding Policy .	Signed copy of the Code of Conduct (which includes knowing the Child Safeguarding Policy). The new starter is able to explain the basic elements of the Child Safeguarding Policy .	Mandatory. The Safeguarding Delegate, or some other similarly qualified person, must explain the Child Safeguarding Policy in detail and check that the new starter understands it. This may be done individually or in a group, but always with elements of participation, to confirm that the general functioning is understood..



Standards	Indicators	Importance and rationale
<p>The new starter undertakes to comply with the Code of Conduct for professionals and other persons who have contact with children and young people.</p>	<p>Signed copy of the Code of Conduct. The new starter is able to explain the basic elements of the Code of Conduct.</p>	<p>Mandatory. The Safeguarding Delegate, or some other similarly qualified person, must explain the Code of Conduct in detail and check that the new starter understands it. This may be done individually or in a group, but always with elements of participation, to confirm that the general functioning is understood..</p>
<p>The organization ensures that the new starter is properly inducted into the relevant team.</p>	<p>People in more senior positions (of a technical, educational, or institutional nature, or who have child safeguarding responsibilities, etc.) meet with the new starter to explain how the different aspects related to their responsibilities operate.</p>	<p>Mandatory. The induction process enables the new starter to gradually understand the different tasks, responsibilities and institutional references, while getting to know other people and the teams to which they belong. This can be too much information to process in one go, so it is essential that the induction process be gradual, introducing the different elements repeatedly and verifying that the new starter is understanding and taking on their responsibilities.</p>
<p>The organization assists the new starter in getting to know the various environments where they will be working.</p>	<p>One or two people accompany the new starter on a tour of the various environments to explain aspects that they must take into account at a technical, safeguarding or institutional level, and to answer their questions.</p>	<p>Mandatory. The new starter must be familiar with the environments, their characteristics and the safeguarding aspects necessary to do their work and guarantee the safety of the children and young people in their care.</p>
<p>The organization guarantees working or similar conditions (for volunteers, interns, etc.) that are appropriate for the new starter.</p>	<p>The contract includes conditions that are appropriate for the new starter. The organization is mindful of work-life balance, respect for rest times and other such aspects of care in its scheduling of working hours and tasks.</p>	<p>Mandatory. As the organization demands high standards of professional commitment from people, so must it also offer top quality working conditions for all personnel (whether they are employees, volunteers, interns, etc.). Besides which, the organization must care for them so that they can take care of others.</p>

Standards	Indicators	Importance and rationale
<p>The organization provides training opportunities and resources, and expects everyone to make use of them while also engaging in ongoing training on their own account.</p>	<p>The contract clearly sets out the training responsibilities of both the organization (to provide it) and the person employed (to take part in training activities).</p> <p>The organization regularly organizes training activities, indicating who they are for.</p> <p>The person employed provides evidence of their own personal job-related training in the form of certificates of participation, diplomas and personal accounts (of having read materials, participated in conferences, viewed audiovisual resources, etc.).</p>	<p>Mandatory.</p> <p>As the organization requires its personnel to update their knowledge and skills, so must it offer specific training opportunities, suited to the different professional or similar levels (for volunteers, interns, etc.).</p> <p>The organization must also ask that each person take responsibility for their own supplementary training, giving an account of relevant progress made at least once a year.</p>
<p>The organization provides care opportunities for all categories of personnel and expects everyone to make use of them and be responsible for their own self-care.</p>	<p>Time is allotted in each person's working hours for them to make use of the organization's care opportunities, and regular checks are made to ensure that this time is used properly.</p> <p>The organization provides specific care opportunities and times that are used by the members of its teams.</p>	<p>Mandatory.</p> <p>To be able to take care of others, people must have opportunities for their own care and self-care. It is the organization's responsibility to provide care opportunities for its personnel, and it is the responsibility of the personnel to accept those opportunities and the time allotted for their use, or to ensure that they have other opportunities available to them.</p>

Note: Once someone has been employed, it is advisable to inform the other job candidates that they have not been selected. This is a practice that shows respect for them and acknowledges their commitment to the selection process. By doing so, FC Barcelona and its partner organizations demonstrate the type of care they expect from their personnel.



5. CONTRACT RENEWAL STANDARDS

Organizations need to be sure that their personnel fulfill their responsibilities to the highest standard (whether they are employees, volunteers or interns, or some other such category). At the same time, everyone needs to receive feedback on their performance, and to know that failure to comply with certain aspects can lead to the termination of their association with the organization. Therefore, the standards for contract renewal must be reviewed regularly (at least once a year). Anyone who does not meet them must surrender their position to someone who does. As with all the standards set out above, these must be public, and a preliminary warning must be given when there is any failure to meet them, especially in the case of people who have been with the organization for some time, so that they can take the necessary measures to correct it.

In addition to the technical, sports, educational, or other such criteria that may apply, the following standards concerning the safeguarding of children and young people should also be reviewed.





Standards	Indicators	Importance and rationale
<p>The person has not been convicted of sex offences or offences against a person's physical or mental well-being.</p>	<p>Option 1: Negative certificate from the Central Register of Sex and Human Trafficking Offenders issued in the last twelve months. Option 2: Certificate of criminal record check or national equivalent issued in the last twelve months.</p>	<p>Mandatory. This is a legal obligation. It guarantees that the person has not been convicted in other areas for offences that could endanger children and young people in the sports, educational or social sphere.</p>
<p>The person receives a positive performance evaluation from their superiors as well as from their peers and the children and young people who are in their care.</p>	<p>Performance evaluation documents from superiors, from peer-to-peer teams and from children and young people evaluating both their team leaders and the teams in general.</p>	<p>Mandatory. A written record must be kept of the evaluation of each person by their superiors, their peers within the work teams and the children and young people. This is the only way to obtain a true view of a person's performance.</p> <ul style="list-style-type: none"> • In response to positive performance, the person should be recognized. • When performance is adequate but there are aspects that require improvement, a person must be given guidance and the means to correct them, and they must sign a written commitment to work on them. • When performance is unsatisfactory or negative, the employment, volunteer, internship, or similar relationship must be terminated.
<p>The person has continued to undertake training in aspects relevant to their position, including the safeguarding of children and young people, both in the organization's activities and through specific continuing training on their own account.</p>	<p>The person has participated in the training activities organized by the organization, particularly those relating to child safeguarding. They provide evidence of their own personal job-related training in the form of certificates of participation, diplomas and personal accounts (of having read materials, participated in conferences, viewed audiovisual resources, etc.).</p>	<p>Mandatory. As the organization requires its personnel to update their knowledge and skills, including the safeguarding of children and young people, so must it offer its own training opportunities, suited to the different professional or similar levels (for volunteers, interns, etc.). The organization must also ask that each person take responsibility for their own supplementary training, giving an account of relevant progress made at least once a year.</p>



Standards	Indicators	Importance and rationale
<p>The person has engaged in self-care activities, taking advantage of the opportunities provided by the organization as well as specific self-care activities.</p>	<p>The person has respected their times of care and self-care and displays sufficient indicators of well-being.</p>	<p>Mandatory. To be able to take care of others, people must have opportunities for their own care and self-care. It is the organization's responsibility to provide care opportunities for its personnel, and it is the responsibility of the personnel to accept those opportunities and the time allotted for their use, or to ensure that they have other opportunities available to them.</p>
<p>The person has participated in the activities to evaluate the safeguarding and protection systems.</p>	<p>The person has contributed to the evaluation of the child safeguarding and protection systems.</p>	<p>Recommended. The organization must organize processes to evaluate and improve the child safeguarding and protection systems, and everyone must engage with them by making contributions. Many will be useful and relevant, and the organization must guarantee their implementation to the extent possible. Contributions that indicate a poor understanding of the safeguarding and protection tools will be used as a starting point for further training sessions that guarantee a proper understanding of them.</p>

It is important to remember that the contracts of people who do not meet the basic criteria of child safeguarding cannot be renewed, even if their results in other technical, sporting or educational aspects are excellent. The well-being of all children and young people takes precedence over any other criteria.



ANNEX:

RECRUITING AND EMPLOYMENT STANDARDS FOR PERSONS WHO DO NOT HAVE CHILDREN AND YOUNG PEOPLE IN THEIR CARE

A. General considerations

Apart from the persons who are directly in charge of children and young people, in sporting, educational and social facilities there are many others who have professional reasons to be in those areas. Their presence can be protective if they detect situations of risk and act appropriately by reporting them to the Safeguarding Coaches and Safeguarding Delegates. But they can also pose a danger to children and young people, simply by being people who are authorized to be in those settings to do their work. This means that the recruiting and employment of them must be subject to a version of the standards that is adapted to their responsibilities. This Annex contains the **Recruiting and Employment Standards for persons who do not have children and young people in their care** that apply to the following professional groups, among others:

- ▶ Management staff (including the Board of Directors, the Board of Trustees, the Board Committees and other management positions).
- ▶ Administrative staff.
- ▶ Service staff (cleaning, maintenance, works and facilities, catering).
- ▶ Transportation staff (included in this category only if they are not left alone with children or young people, for example, those who drive buses or vehicles in the presence of sporting or educational staff; others, for example, taxi drivers, are included in the main category because they have children or young people in their care while they transport them).
- ▶ Other professional groups that can access the facilities and areas used by children and young people.

B. Recruiting

In addition to the necessary technical and professional criteria, the following basic elements of child safeguarding should be taken into account in the recruiting process.

Standards	Indicators	Importance and rationale
<p>The job candidate has not been convicted of sex offences or offences against a person’s physical or mental well-being.</p>	<p>Option 1: Negative certificate from the Central Register of Sex and Human Trafficking Offenders issued in the last two months. Option 2: Certificate of criminal record check or national equivalent issued in the last two months.</p>	<p>Mandatory. This is a legal obligation when someone is going to have contact with children and young people.</p>
<p>The job candidate gives references that provide information about their work in previous positions (whether these positions were formal or informal).</p>	<p>At least two references from professionals and organizations from their previous positions, including contact details (full name, organization, position, relationship with the job candidate, telephone number and email address).</p>	<p>Mandatory. In the final phase of the recruiting procedure, references must be checked with professionals from previous positions.</p>





C. Employment

In addition to other legal, technical, professional and institutional aspects, the formalities for the employment of the successful job candidate must adhere to the following standards to ensure the safeguarding of the children and young people where the person will be working.

Standards	Indicators	Importance and rationale
<p>The new starter and the organization sign a contract in which the mutual obligations are made clear.</p>	<p>An employment, professional, service provision, internship, or volunteer contract or a written agreement for some other type of association.</p>	<p>Mandatory. Apart from being a legal obligation, the contract and its annexes must clearly set out the responsibilities, rights and mutual obligations of the parties involved.</p>
<p>The organization clearly sets out the criteria and timing for performance evaluation, and the new starter accepts and commits to the evaluation processes.</p>	<p>The contract includes specific clauses on the evaluation of the performance of the person employed, indicating how and when it will take place, and the consequences of failing an evaluation, which include termination of their contract due to breach of the Code of Conduct.</p>	<p>Mandatory. It is essential that the person employed knows from the start how their performance will be evaluated and the implications it can have for their continuing employment, including termination of their contract due to a breach of the Code of Conduct.</p>
<p>The person knows the organization's Child Safeguarding Policy.</p>	<p>Signed copy of the Code of Conduct (which includes knowing the Child Safeguarding Policy). The new starter is able to explain the basic elements of the Child Safeguarding Policy.</p>	<p>Mandatory. The person is able to explain the basic elements of the Child Safeguarding Policy.</p>

Standards	Indicators	Importance and rationale
<p>The new starter undertakes to comply with the Code of Conduct for professionals and other persons who have contact with children and young people.</p>	<p>Signed copy of the Code of Conduct. The new starter is able to explain the basic elements of the Code of Conduct.</p>	<p>Mandatory. The Safeguarding Delegate, or some other similarly qualified person, must explain the Code of Conduct in detail and check that the new starter understands it. This may be done individually or in a group, but always with elements of participation, to confirm that the general functioning is understood.</p>
<p>The organization assists the new starter in getting to know the environments where they will be working.</p>	<p>One or two people accompany the new starter on a tour of the various environments to explain aspects that they must take into account at a technical, safeguarding or institutional level, and to answer their questions.</p>	<p>Mandatory. The new starter must be familiar with the environments, their characteristics, and the safeguarding aspects necessary to do their work and guarantee the safety of the children and young people that they might come into contact with while they are working.</p>





D. Contract Renewal

In addition to other legal, technical, professional and institutional criteria, the renewal of a person's contract will be subject to their compliance with the basic elements of child safeguarding.

Standards	Indicators	Importance and rationale
<p>The person has not been convicted of sex offences or offences against a person's physical or mental well-being.</p>	<p>Option 1: Negative certificate from the Central Register of Sex and Human Trafficking Offenders issued in the last twelve months.</p> <p>Option 2: Certificate of criminal record check or national equivalent issued in the last twelve months</p>	<p>Mandatory.</p> <p>This is a legal obligation. It guarantees that the person has not been convicted in other areas for offences that could endanger children and young people in the sports, educational or social sphere.</p>
<p>The person has continued to undertake training in aspects relevant to their position, including the safeguarding of children and young people in activities organized by the organization.</p>	<p>The person has participated in the training activities organized by the organization, particularly those relating to child safeguarding.</p>	<p>Advisable.</p> <p>As the organization requires its personnel to update their knowledge and skills, including the safeguarding of children and young people, so must it offer its own training opportunities, suited to the different professional or similar levels (volunteers, interns, etc.).</p>
<p>The person has participated in the activities to evaluate the safeguarding and protection systems.</p>	<p>The person has contributed to the evaluation of the child safeguarding and protection systems.</p>	<p>Advisable.</p> <p>The organization must organize processes to evaluate and improve the child safeguarding and protection systems and everyone must engage with them by making contributions, including persons who do not have children and young people in their care, but who know the facilities and how they operate.</p>





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