

Togher Community Tennis Club

Appendix 4 Recruitment Procedures

Section 1. The General Approach to Recruitment.

Togher Community Tennis Club relies heavily on the time and commitment freely given by volunteers. Without this the opportunities for children to participate in tennis would not exist. However the club is also mindful of its commitment to “*safeguarding the well-being of its members*” as outlined in its Safeguarding Statement.

The Recruitment Policy document sets out how the need for and encouragement of volunteer participation in our programmes is balanced against the obligation to take all reasonable steps to ensure the well-being of our junior members. We trust that potential volunteers will appreciate the obligation on the club to satisfy itself that all those volunteering fully understand the role which they are taking on and the responsibilities attaching to that role. In addition it is reasonable that those with substantial access to children in our care provide the kind of information that is essential in assessing somebody’s suitability for quite responsible positions.

We hope that potential volunteers will provide any requested information in the overall spirit of the club’s commitment to safeguarding children. Similarly staff employed or contracted by the club will be expected to provide the necessary information and to give the required undertakings in regard to their dealings with club members.

Section 2. The Specific Recruitment Procedures

Togher Community Tennis Club will ensure good recruitment procedures by utilizing some or all of the following.

1. Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the club.
2. Insisting that anybody volunteering for any voluntary position or applying for any paid position within the club completes the form relevant to that position. (*see sample application forms relevant to recruitment*)
3. Obtaining proof of identity of each person applying through the procedure involved in the Garda vetting process.
4. Where necessary obtaining the individual’s signed permission to enable Tennis Ireland to request a check from either the Garda vetting service (ROI) or Access NI (NI).
5. In the case of those who will have substantial access to children.
 - Assessing the individual’s experience of working with children or young people and knowledge of child protection issues
 - Assessing their commitment to promoting good practice.
 - Assessing their ability to communicate with children. (i.e. be approachable).This assessment will be done in the way most appropriate to the particular position.
6. Where considered necessary obtaining written references.

7. Ensuring that any appointment, whether paid or voluntary, is approved by the club's Executive Committee
8. By providing suitable induction and where considered appropriate setting a probationary period.
9. Requiring all volunteers to provide undertakings to abide by the Code of Conduct relevant to their particular position (*see Codes of Behaviour in Appendix 10*)

The review of the information provided will be carried out by the **Recruitment Sub-committee** comprising the Club Officers plus a representative of the Junior Committee. In the case of the review and assessment of any of the members of the Recruitment Sub-committee they will absent themselves from the sub- committee for the duration of that particular review.

If required, Tennis Ireland has a document we can share on the roles and responsibilities associated with all posts within the club.

Volunteers and staff will be required to undertake to abide by the relevant Code of Conduct by signing the code. (Ref Appendix 10)

As a result of the clubs risk assessment the following is a sample table that could be used which sets out the various criteria that the club might have decided need to be complied with by volunteers and post-holders.

	Complete Form	Provide Referece	Garda Vetting	SG 1 Course	Insurance	Qualifications	Code of Conduct Undertaking	Induction	ID Proof
Club Chairperson/President	X			X			X	X	
Club Secretary	X			X			X	X	
Club Treasurer.	X			X			X	X	
Club Captain	X			X			X	X	
Executive Committee Member	X			X			X	X	
Junior Sub-committee member	X		X	X			X	X	
Other Sub-committee member	X			X			X	X	
Junior Sports Leader	X	X	X	X			X	X	X
Tennis Coach	X	X	X	X	X	X	X	X	X
Caretaker/cleaner.	X	X	X	X			X	X	X
Groundsman	X	X	X	X			X	X	X

Protection of Data provided by volunteers.

All information provided to Togher Community Tennis Club under the requirements of these recruitment procedures will be kept strictly confidential. Only the members of the Recruitment Committee will have access to this information. Only hard copies of the information will be retained by the club. This hard copy information will be kept by the Club Secretary in a locked storage area with a single key being held by the secretary. The information will be returned to the volunteer when no longer required for the purposes of complying with these recruitment procedures.

APPENDIX 4 - Safe Recruitment

Safe Recruitment procedures for those working with Children & Young People

SAMPLE VOLUNTEER / COACH APPLICATION FORM

(FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN)

All information received in this form will be treated confidentially

Name: _____

Maiden Name: _____

(If applicable)

Address:

Previous Address(s) over the last 5 years:

How long have you lived at this address? _____

List any address outside of Ireland on additional sheet and submit.

Place of birth (Town City): _____

Telephone No: _____ Mobile _____

DOB _____ PPS Number _____ (Ireland Only) NI Number _____ (NI only)

Previous work/voluntary experience & relevant qualifications:

Do you agree to abide by the Tennis Ireland's Coach Code of Conduct (copy attached)?

Yes

No

Have you completed a Safeguarding 1 Course?

Yes

No

If yes, please provide the Cert Number _____

If 'No' do you agree to undergo Safeguarding training?

Yes No

Have you ever been asked to leave a sporting organisation in the past?

(If you have answered yes we will contact you in confidence)

Yes No

Any other relevant information?

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name: _____

Address: _____

Name: _____

Address: _____

Tel: _____

Tel: _____

Position: _____ Position: _____

For Official Use Only

Date application received: _____

Date of Interview: _____

Interviewed by: _____

1. _____

2. _____

References received and are satisfactory:

Yes No

Comments:

Statutory check completed & returned (if appropriate):

Yes No

Proof of applicant's identification received:

Yes No

Recommendation: _____

Approved Reasons: _____

Not Approved Reasons: _____

Signed: _____ **Date:** _____

Sample Confidential Reference Form

(This form can be used as a telephone reference or used as a written reference)

The following person: _____

Expressed an interest in working in with (Name, Club, Organisation) _____

_____ as a (List Position)

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

How long have you know this person?

In what capacity? _____

What attributes does this person have that would make them suited to this work?

Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					

Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

Yes No

If you have answered **YES** we will contact you in confidence.

Signed: _____ **Date:** _____

Print Name: _____

Position: _____ **Organisation:** _____

Sample Application Form for new Junior Members

Contact Information

Name: _____

Gender: _____

Address: _____



Telephone – Home: _____

Telephone – Mobile: _____

E-mail: _____

Date of Birth: _____

Medical History Information (details of any known allergies, conditions, medications)

In the event of illness, having parental responsibility, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child needs emergency hospital treatment, I authorize a qualified medical practitioner to provide emergency treatment or medication.

Other Information:

Any other additional information requirements or directions that would be helpful for leaders know about:

Parental/Guardian Consent

I am the Parent/Guardian of: _____

Photographs

I understand that photographs will be taken during or at sport related events and may be used in the promotion of tennis, that they will be stored safely and used for only the agreed purposes. That only authorised persons will take such photographs.

Drug Testing (for elite players only)

I give permission for my child(ren) to be tested for prohibited substances in accordance with Sport Irelands Anti Doping Rules (where applicable).

I hereby consent to the above child(ren) participating in activities of the organisation in line with the Sport Ireland’s Safeguarding Guidance for Children and Young People in Sport. I will inform the leaders of my children’s activities of any changes to the information above.

I confirm that all details are correct and I am able to give parental consent for my child(ren) to participate in and travel to all activities.

Signature: _____

Signed Name: _____

Sample Existing Leaders Information Form

Leaders should familiarise themselves with the Governing Bodies Code, in particular the Code of conduct. Leaders should read below and agree to abide by these terms. Leaders should update the self-declaration questions annually.

As a leader in Tennis _____

I agree that I should.

- Be positive during sessions and competitions, praise and encourage effort as well as results.
- Put welfare of young person first, strike a balance between this and winning / results.
- Encourage fair play and treat participants equally.
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately.
- Have experience relevant to working with young people or hold up-to-date qualifications and be committed to the guidelines in this policy.

- Involve parents where possible and inform parents when problems arise.
- Keep record of attendance at training and competitions.
- Keep a brief record of injury(s) and action taken.
- Keep a brief record of problem/action/outcomes, if behavioural problems arise.
- Report any concerns in accordance with this Code's reporting procedures.

Where possible I will avoid:

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children on journeys alone in the car.

Tennis Leaders should not:

- Use any form of punishment or physical force on a child.
- Take children to their home or to a place other than the sport environment where the parent has given consent.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms.
- Take measurements or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (hypnosis etc.) in the training of children.

Self-Declaration

Do you agree to abide by the guidelines contained in the Children in Tennis Code of Conduct?

Yes No

Do you agree to abide by the rules of the governing body / club?

Yes No

Have you ever been asked to leave a sporting organisation?

(If you have answered yes, we will contact you in confidence)

Yes No

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

(If you have answered yes, we will contact you in confidence)

Yes No