

Safe Recruitment



To safeguard children/young people against those who wish to join organisations or clubs to gain access them, it is important that organisations should take all reasonable steps to ensure that only suitable people are recruited to work with children by adopting and consistently applying a safe and clearly defined method of recruiting staff and volunteers.

The procedures outlined below are recommended best practice in your organisation/club. This reduces the risk of someone targeting a club or organisation to gain access to children and/or of 'seasoned' members moving roles:

- ▶ Insisting that a person applying for any post complete the relevant sports application form, verify qualifications including relevant safeguarding training, experience, and gaps in employment history; and be provided with a role descriptor.
- ▶ Obtaining two references in writing, followed up with personal contact with the reference provider.
- ▶ Ensuring the individual completes their vetting with either the National Vetting Bureau through the relevant Sports Governing Body prior to commencement of working with children.
- ▶ Setting a probationary period (six months for staff or long-term volunteers) which can be used to assess the leader's commitment to promoting good practice in relation to young people.
- ▶ Interviewing or meeting the individual either formally or informally.
- ▶ Ensuring the club management committee ratifies appointments.
- ▶ Once recruited into the sports club/organisation, all sports leaders should be adequately managed and inducted with regards policies and procedures.
- ▶ When storing information in relation to applicants this should be treated as highly sensitive and confidential.
- ▶ Ensuring they have agreed to and signed up to the relevant code of conduct for those working with young people.
- ▶ Ensuring they have met with club officials and that they understand the role they are taking on.
- ▶ Ensuring they understand that supervision is a vital safeguard for the club/organisation so they should avoid working alone.
- ▶ Ensuring they know who the Children's Officer/Designated Liaison Person within the club is and understands the youth structures of the club/organisation.



Good practice in management and supervision of workers and volunteers after appointment is a further essential safeguard to help keep children/young people safe.

Sport relies heavily on the time and commitment given by volunteers and paid staff. Without this, the opportunities for children and young people to participate and learn new skills would not exist. For more information contact your own governing body or employer for specific advice or view the [Sport Ireland Guidance Document for Children & Young People in Sport](#).

