

**Wicklow Swimming Club Recruitment Policy**

**Recruitment**

Recruitment is required for all positions within Swim Ireland, clubs and regions to ensure a positive and safe experience for young people. The recruitment process should be carried out objectively and will help place Coaches and Swim Teachers in a position in which they are suited and supported. The Swim Ireland Vetting Policy and Safeguarding Training Policy should also be read in conjunction with this policy.

Opportunities for young people to participate in sport may not exist without the time and commitment of volunteers who are motivated by their desire to put something back into their sport. A recruitment process introduces potential volunteers and staff to their role and:

* Strengthens the message of safeguarding children within the club, region and Swim Ireland
* Reduces the vulnerability of young people
* Reduces the vulnerability of the Coaches and Swim Teachers

It is the responsibility of WSC to ensure that anyone involved with young people are suitable to work with children.

# **Existing Coaches, Committee Members and Volunteers**

Adults who continue in a supervisory role or with responsibility for children must complete the annual self-declaration included in their relevant Code of Conduct. This must be done at membership renewal. Existing members taking up roles during other times of the year must sign the appropriate Code of Conduct which includes the self-declaration.

WSC is responsible for ensuring that individuals meet the credential requirements for their role prior to their appointment and is registered on the Swim Ireland membership system. Any club allowing a member to act in a role without being registered on the membership system or without the necessary credentials is in breach of our rules and, in some circumstances, legislation.

# **New members**

The recruitment process should be followed for anyone intending to work, as a volunteer in a role with access to young people.

Positions include, but not limited to:

* Club Children’s Officer, Committee member, Coach or Swim Teacher
* Official (except timekeeper)

There are certain positions where there is no direct responsibility for children e.g. the parent on the duty rota, a timekeeper or as an ad-hoc helper at club events, etc. where the recruitment process may not be practical given the unplanned or irregular role. However, such individuals will be required to complete a membership application form with the self-declaration and the form will be held by the club.

**The Recruitment Process**

The Committee or designated person by the committee is tasked with the recruitment process and responsible for the steps outlined below. Applications and documents submitted by applicants relating to their recruitment are confidential and should only be viewed by designated person.

# **Step by step guide to recruitment**

## Job description and responsibilities of the role will be clearly set out by the Club.

## **Publicise the post/position**

This can be done informally i.e. recruiting from within the membership and is the preferred approach by Wicklow Swimming Club.

## **Application form**

An application form must be completed by each applicant – this includes the declaration which must be signed (see Recruitment Application Form). The designated person should assess the returned application to identify gaps in previous roles, the qualifications and experience must be checked against what is required for the role; any queries on these areas can be clarified at meeting.

## **Meeting**

A meeting will allow the designated person to ask previously prepared questions and to check any queries raised by the application form. This is also an opportunity to check qualifications, run through scenarios relevant to position and to allow for questions from the applicant. It is good practice to also conduct an identity check – this will be required for the vetting application as well. It must include a photo ID plus the current address.

## **Vetting application**

If the role requires, the preferred candidate must complete a vetting application and be successfully accepted prior to taking up the position. To speed up the process all applicants can be asked for a completed vetting application on applying for the role. If not successful, the vetting application can be returned or shredded. Check the vetting application required according to the jurisdiction of the role and see the Swim Ireland Vetting Policy for further information.

## **References**

References must be checked using the Reference Form for any person being considered for a role. A referee can be contacted by telephone for a reference using the Reference Form. The caller should explain the position applied for, noting the questions asked and answers given, ensuring the date and time is recorded.

## **Final selection**

The final selection is the responsibility of designated person and approved by the WSC Committee. Any appointment must be recorded by the club committee or board. The appointment is then recorded as ratified in the minutes at the committee meeting.

## **Membership Registration**

All newly appointed Coaches and Swim Teachers must be added to the Swim Ireland membership system prior to taking up the role. All required credentials must be recorded on the membership system.

## **Taking up a new position**

All Coaches and Swim Teachers should receive induction training that includes WSC Policy documents that are relevant. This helps to retain volunteers and minimises risks to children through lack of understanding and knowledge.

## **Support and Mentoring**

All newly recruited positions will have an agreed probationary period conditional on the work required being satisfactory. WSC will use existing Coaches and Swim Teachers to support and mentor new people joining. This is a positive and effective method to assess future training and education needs.

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# **Recruitment Application Form**

Application Form for: (club/region)

\*Position applied for:

Full Name: Membership number: Current Address:

Date of Birth: Telephone No.(s):

List previous experience / involvement in this or any other club. Include experience of working with young children in a voluntary or professional capacity:

Sporting/ NGB Qualifications (e.g. specific requirements for role and other qualifications):

|  |  |  |
| --- | --- | --- |
| Do you agree to abide by Swim Ireland Safeguarding Policy and Procedures (latest update)? | Yes | No |
| Do you agree to abide by Swim Ireland Rules and all requirements relevant to your position? | Yes | No |
| Have you ever been asked to leave a sporting organisation/club? | Yes | No |
| (If you have answered yes, we will contact you in confidence) |  |  |
| \*Are you willing to undertake the required training and checks required for the role? | Yes | No |
| Is there any reason that you cannot work in a regulated activity or position? | Yes | No |

# References:

Please supply the name and address of two people who we can contact and who, from personal knowledge, are willing to endorse your application. One of these names should be, where possible, the name of an administrator / leader in your last club / place of involvement

Name and Address of Referee 1:

Name and Address of Referee 2:

I am aware of and agree to abide by the Rules and Codes of Conduct for (club/region) and Swim Ireland.

Signed Date:

Print Name

\*If relevant, the position requires:

* a successful vetting application (National Vetting Bureau and/or Access NI as required)
* completion of the code of conduct and
* training according to position

# **Recruitment Reference Form**

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

Confidential Reference Form for (club/region) The following person: (name) has expressed an interest in working with

(club/region) as (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. We appreciate you being extremely candid, open and honest in your evaluation.

How long have you known this person?

In what capacity have you known this person?

What attributes does this person have that would make them suited to the role applied for?

Please rate this person on the following (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 access to young people. Swim Ireland, it’s regions and affiliated clubs are committed to the welfare and protection of young people.

Do you have any reason at all to be concerned about this applicant being in contact with children and young people? Yes No

If yes, we will contact you in confidence or request further information

Signed: Date:

Print name:

Name of Organisation: Position:

If this reference is obtained by telephone the person conducting the call should complete information below:

Name: Position:

Signature: Date:

# Self-Declaration Disclosure Form

All answers will be treated in a confidential manner. This form must be completed where a service provider employee or an individual is carrying out relevant work or undertaking a regulated activity.

1. Have you ever been asked to leave a sporting organisation?

Yes No

1. 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?

Yes No

1. Have you ever been known to the Statutory Authorities or Social Services department as being a risk or potential risk to children or young people?

Yes No

1. Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or young people?

Yes No

(If you have answered yes to any questions above, we will contact you in confidence

|  |  |
| --- | --- |
| Confirmation of Declaration *(tick boxes to confirm)* |  |
| I agree that the information provided here may be processed in connection with my role and I understand that any role may be withdrawn or immediate dismissal from the role I provide if information is not disclosed by me and subsequently comes to the attention of (insert Club/Region/Swim Ireland). |  |
| I agree to inform (insert Club/Region/Swim Ireland) within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |  |
| I understand that the information contained on this form and information supplied by third parties may be given by (insert Club/Region/Swim Ireland) to other persons or organisations in circumstances where this is considered necessary to safeguard other children or young people. |  |
| Where required under the National Vetting Bureau (Children and Vulnerable Adults) Act 2012-2016 (ROI) /Safeguarding Vulnerable Groups (NI) Order 2007 I confirm I have been vetted for my position by my organisation and have received no disclosures that prevent me providing the service for which I am employed. |  |

I declare that the answers I have given above are complete and correct to the best of my knowledge and I will inform (insert Club/Region/Swim Ireland) of any changes.

Signature: Print Name:

Company: Date: / / See overleaf for notes on completion of this form

# **Notes on completion:**

WSC and Swim Ireland is committed to creating and maintaining the safest possible environment for young people who participate in the sport, reflecting our Safeguarding Policies 2019.

Where an individual is contracted to work for a club, region or for Swim Ireland in a role that does not fall within the requirements for safeguarding compliancy or where an individual is delivering a service contracted to do so it is not possible for that individual to undergo a vetting process in accordance with the National Vetting Bureau (Children and Vulnerable Adults) Act 2012-2016 (ROI) or an enhanced check under the regulations in the Protection of Freedoms Act 2012 (NI).

However, if the work being carried out falls into the definition of relevant work or is a regulated activity, the individual is required to complete the Self Declaration Disclosure Form. Any information supplied will be treated confidentially and considered in the context of the role and the nature of any information declared.

Please complete this form as accurately as possible and return it marked “Confidential” to a responsible person as otherwise advised.