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## Naas LTC – Child Safeguarding Policy

### Recruitment Policy & Procedures

#### Section 1. The General Approach to Recruitment.

Naas LTC is committed to the safe recruitment of staff, coaches and volunteers. The 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 Child Safeguarding Statement.

This 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 these 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 by the club will be expected to provide the necessary information and to give the required undertakings regarding their dealings with Club members.

#### Section 2. Recruitment Procedures

Naas LTC will ensure good recruitment procedures by utilizing some or all, of the following.



1. Any person applying for any post of responsibility within the Club should complete the relevant application form. Qualifications will be verified. Any gaps in employment history should be adequately explained.
2. A full description of the role will be provided.
3. Two references in writing should be obtained where possible, followed up by personal contact with the referee. References need only be sought for preferred applicants.
4. The person should complete their vetting with the National Vetting Bureau through Tennis Ireland, prior to commencement of working with children or vulnerable people. Their identity should be verified by a Club Official.
5. In the case of those who will have substantial access to children.
  - An assessment should be done of the individual's experience of working with children or young people and knowledge of safeguarding issues
  - An assessment should be done of their commitment to promoting good practice.
  - Their ability to communicate with children and young people should be assessed.

This assessment will be done in the way most appropriate to the particular position.

6. Any appointment, whether paid or voluntary, should be approved by the Club's Executive Committee
7. A probationary period (six months for staff or long-term volunteers) should be set and this can be used to assess the leader's commitment to promoting good practice in relation to young people.
8. Once recruited into the position, all Sports Leaders should be adequately managed and inducted into all relevant policies and procedures.
9. All leaders / volunteers should agree to and sign up the relevant Code of Conduct for those working with children and young people.
10. Leaders and volunteers should meet with Club officials and should understand the role that they are taking on. This is very important if moving from one role to another among different skill sets, ages, genders etc. Working with young people will have additional responsibilities due to their vulnerability.
11. Leaders and volunteers should commit to complete the necessary safeguarding training for their role.



12. Leaders and volunteers should be reminded that supervision is a vital safeguard for the Club and they should never work alone.
13. Leaders and volunteers should know who the Children's Officers/Designated Liaison Person are with the Club and should understand the youth structures of the Club.

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.

#### **Protection of Data provided by Volunteers.**

All information provided to Naas LTC 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.



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## APPENDIX 1 - 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:  
years:

Previous Address(s) over the last 5

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:



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**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:

Name:

Address:

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:** \_\_\_\_\_



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## Appendix 2: 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
<b>Responsibility</b>					
<b>Maturity</b>					
<b>Self-motivation</b>					
<b>Can motivate others</b>					
<b>Energy</b>					
<b>Trustworthiness</b>					
<b>Reliability</b>					

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: \_\_\_\_\_



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## 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** \_\_\_\_\_

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### **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