



SAFE RECRUITMENT PROCEDURES

Guidance for this recruitment procedure has been taken from:

- Government Legislation for Safeguarding of Children and Vulnerable persons (NI and RoI)
- Protection of Freedoms Legislation (NI)
- **Rowing Ireland** Guidelines
- Vetting guidance www.rowingireland.ie/forms-for-download/

[Rowing Ireland/ Xx Rowing Club] relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for young people and vulnerable adults, to participate in **Rowing** would not exist. The procedures outlined below will be adopted by **[xx Rowing Club]** for its own purposes and must be followed by clubs for whom **Rowing Ireland** acts as an umbrella body.

[Rowing Ireland/ Xx Rowing Club] will ensure good recruitment procedures by:

- Defining the role the individual is applying for (**job/role descriptions – see Clubmark Templates [here](#)**).
- Insisting that a person applying for any post of responsibility within the club complete the relevant application form (**Rowing Ireland template follows**)
- Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants) (**Rowing Ireland template follows**)
- Ensuring that the individual completes and signs the vetting agency Disclosure Certificate Application Form which gives permission to enable **Rowing Ireland** to request an vetting check (proof of identity **MUST** be provided). **Contact Rowing Ireland for further information.**
- Setting a probationary period (six months for staff or long-term volunteers).
- Interview/meet the individual either formally or informally. Have two appointed staff/committee members (positions to be identified by Rowing Ireland) doing this to enable the management committee to;
 - Assess the individual's experience of working with young people/vulnerable adults, and knowledge of safeguarding issues.
 - Assess their commitment to promoting good practice.
 - Assess their ability to communicate with young people/vulnerable adults, (i.e. be approachable). One way of doing this is to consult young people/vulnerable adults, or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.
- Ensuring that the Management Committee ratifies appointments.

Information from the vetting agency will be received by the individual and the governing body. It will be scrutinised in the first instance by the Case Management Panel appointed by **Rowing Ireland**. The panel will decide whether a disclosure is relevant or contrary to **Rowing Ireland** standards, clubs will be advised of any decision.

**VOLUNTEER APPLICATION FORM
FOR THOSE IN POSITIONS REQUIRING VETTING**



Section 1

All information received in this form will be treated confidentially

Name:			
Address:			
Date of Birth:		National Insurance Nr (NI):	
		Personal Service Nr (Rol):	Public
Telephone No:		Mobile Nr:	
Previous work experience and relevant qualifications:			
Have you previously been involved in voluntary work? If yes, please give details:	Yes	No	
Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?			
Do you agree to abide by Rowing Ireland Coach/Leaders Code of Conduct (a copy should be included with this form)?	Yes	No	
Have you completed Awareness Training for: Safeguarding Children & Young People Safeguarding Vulnerable Persons	Yes	No	
If yes Organised by:	When:		
Do you agree to undergo specific training on the role of Coach/Leader (relevant position)	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: Telephone: Designation:	Name: Address: Telephone: Designation:

**DISCLOSURE OF CRIMINAL CONVICTIONS/CAUTIONS
FOR POSITIONS REQUIRING VETTING**



Statement of non-discrimination

This club is affiliated to **Rowing Ireland** and is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered materially relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees.

For the purposes of your application for the post of: _____

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young people/vulnerable adults, to sign the declaration and return it marked confidential to (**Tom Fennessey, Designated Safeguarding/Childrens' Officer (DSCO for Rol)**) or (**Brenda Ewing, Designated Safeguarding/Childrens' Officer (DSCO for NI)**).

Should you require further information, please contact the appropriate DSCO.

NAME OF APPLICANT: _____

HOME ADDRESS _____

CONTACT TELEPHONE NUMBER _____

CLUB: _____

Please read this information carefully

The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The check will tell us whether you have a criminal record, or cautions(NI)/specified information(Rol), or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information returned from vetting agencies will be destroyed.

Advice to Applicants

The disclosure of criminal history information will not debar you from participating as a volunteer unless the Rowing Ireland case management group considers that the information renders you unsuitable for the role applied for. In making this decision Rowing Ireland case management group will consider the nature of the offence/ cautions(NI)/specified information(Rol), how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure/GCVU check. If you are currently facing prosecution for a criminal offence you should also bring this to our attention given the nature of the role.

Thank you for your co-operation.

Explanatory information for NI applicants only - You have applied for a role which falls within the definition of an "excepted" position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions that are not protected by the 2014 amendments MUST be disclosed.

Do you have any convictions/cautions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) Order 2014. Been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Explanatory information for ROI Applicants only -

Do you have any convictions/specified information, which would prevent you from working with children and/or vulnerable persons, or been the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s), date prevented from working in this area or allegations

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence/specified information/incident
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

Please continue on a separate page if necessary.

(If you require further information on what information to disclose please contact the relevant vetting agency- Garda Vetting or Access NI)

Declaration

I understand that I must also complete a vetting agency Disclosure Certificate Application Form and that this check must be carried out before my application for registration/ appointment can be confirmed. This has been explained to me and I am aware that spent convictions, or cautions(NI)/specified information(RoI), may be disclosed. I declare that the information I have given is accurate.

Have you ever been known to any Social Services/HSE department as being a risk or potential risk to children or vulnerable persons?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable persons?	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with my volunteer role and I understand that any role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards young people or vulnerable persons.
<input type="checkbox"/>	I understand that the information contained on this form and information supplied by third parties may be supplied by Rowing Ireland to other persons or organisations in circumstances where this is considered necessary to safeguard other people.

I declare that any answers are complete and correct to the best of my knowledge and I will inform the ORGANISATION of any future convictions or charges.

Signature: _____
Print Name: _____
Date: _____

FOR OFFICIAL USE ONLY:	
Applicant Name:	
Date application received:	
Date of interview:	
Interviewed by:	1. 2.
References received and are satisfactory:	Yes No
Vetting check completed and returned:	
Access NI Enhanced Disclosure	Yes No
Garda Vetting	Yes No
(if appropriate):	
Comments:	
Proof of applicants identification received:	Yes No Group 1 _____ Group 2 _____
Recommendation Approve Not approved	Reasons:

Signature

Date

Print Name

Position in Organisation

CONFIDENTIAL- REFERENCE FORM



The following person _____ has expressed an interest in working for [**Rowing Ireland/xx Rowing Club**], and has given your name as a referee.

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.

1. How long have you known this person?

2. In what capacity have you known this person?

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

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

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to young people/vulnerable persons. As an organisation committed to the welfare and protection of children, young people and vulnerable persons we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with such people. YES / NO

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

Under data protection legislation, I am aware that this reference may be made available to the applicant, if requested.

Signed: _____ Date: _____

Print Name: _____

Position: _____

Organisation: _____