



Recruitment – Safe Procedures Policy

Version	Date	Author	Changes
1.0	1 ST August 2014	H Adams	New version
1.1	January 2020	RI Board	Updates
Board Approved: 18 th January 2020			

This Policy is to ensure **Rowing Ireland**, Provincial Branches and Affiliated Clubs use safe procedures for recruiting those working with vulnerable groups¹. **Rowing Ireland** expects all involved within the sport of rowing to adhere to the Policies, Procedures and Guidance contained within the **Rowing Ireland** Safeguarding Plan.

The implementation of thorough recruitment and selection procedures should ensure a safe environment. Good practice in management and supervision of workers and volunteers after appointment is a further essential safeguard to help keep children/young people safe.

Rowing Ireland is heavily dependent on volunteers throughout all aspects of the sport to allow it to function. 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.

However, unfortunately there is the risk that some individuals use sport to gain access to vulnerable groups.

A recruitment process introduces potential volunteers and staff to their role and:

- Strengthens the message of safeguarding young people and adults within rowing
- Reduces the vulnerability of young people and adults
- Reduces the vulnerability of those running the sport

Rowing Ireland recognises the following procedures as best practice to reduce the risk of someone targeting a Club to gain access to vulnerable groups.

It is the responsibility of **Rowing Ireland** and Affiliated Clubs to ensure that anyone involved with vulnerable groups – whether paid or a volunteer – is suitable to work with these individuals by using the vetting process.

¹ RI have a Safeguarding Children and a Safeguarding Adults Policy to reflect the differences of risk and needs but our recruitment policy applies to both and for the purpose of this policy we will refer to vulnerable groups.

Recruitment Process – Governing Body

Existing Employees and Volunteers

Adults who continue in a role with responsibility for vulnerable groups should complete the Annual Self - Declaration included in their relevant Code of Conduct. This will be co-ordinated by the office of **Rowing Ireland**.

Existing adults taking up roles with vulnerable groups during other times of the year must sign the appropriate Code of Conduct which includes the Self-Declaration. This will be co-ordinated by the office of **Rowing Ireland**.

Rowing Ireland has a policy of re-vetting every 3 years all staff, coaches and those with a responsibility for vulnerable persons. This will be co-ordinated by the office of **Rowing Ireland**.

Rowing Ireland is responsible for ensuring all adults - employees and volunteers working with vulnerable groups, e.g. Staff, Committees, Officials etc have a clear role description and are aware of the Safeguarding Plan.

New Employees and Volunteers

For new employees the standard statutory and legal requirements must be followed including clear job descriptions and role responsibilities. Safeguarding requirements within **Rowing Ireland** e.g. vetting and training requirements should be clarified before positions are confirmed. The recruitment of new employees for **Rowing Ireland** will be co-ordinated by the CEO and ratified by the Board of **Rowing Ireland**

For volunteers - role descriptions and responsibilities should be made clear. Safeguarding requirements should be explained and vetting protocols should be applied. Safeguarding requirements must be applied, even if someone has been long known in the sport. For volunteers working within roles in Sub-Committees of **Rowing Ireland** where there is involvement with vulnerable groups. The Chairs of Sub-Committee where there is involvement with vulnerable groups will make every effort to ensure committee members are suitable and responsible individuals to fulfil these roles with integrity. This is important – even if individuals have been known for many years within the sport of rowing.

Contractors / Service Providers

Contractors or Service Providers may have to work with young people in **Rowing Ireland** e.g. medical personnel, photographers, physiotherapists, strength and

conditioning practitioners etc. Therefore, it is important to conduct a proper recruitment check on such individuals and to check their professional qualifications including recording if they are Mandated Persons in their role. A Mandated Person is legally mandated to report abuse only if acting in the role stipulated as a Mandated role in the Children First Act 2015 (ROI).

Recruitment Process – Affiliated Clubs

Existing Employees and Volunteers

Affiliated Clubs are responsible for employees and volunteers working within their Club with responsibility for vulnerable groups. Clubs must ensure each employee or volunteer has a clear description of their role and be aware of the **Rowing Ireland** Safeguarding Plan.

Club Committees should annually review any adults involved in running their Club – and require them to sign the Annual Self-Declaration within their relevant Code of Conduct.

New employees and volunteers

Clubs wishing to employ adults must follow standard statutory and legal requirements including clear job descriptions and role responsibilities. Safeguarding requirements within **Rowing Ireland** e.g. Vetting and training requirements should be clarified before positions are confirmed.

Clubs depend heavily on volunteers to give their time across all aspects of running a rowing club. Club Committees should have clear role descriptions and responsibilities for each role and where working with vulnerable groups is involved Safeguarding requirements should be explained and vetting protocols should be applied.

Safeguarding requirements must be applied, even if someone has been long known in the sport of rowing, or in other sporting circles. The majority of adults recruited within the Affiliated Clubs of **Rowing Ireland** will be volunteers – however the process of recruitment is equally important.

Basic steps to take:

- Set up a Recruitment Committee – they will be tasked with the recruitment process and should consist of relevant and appropriate people. All applications received are confidential and should only be viewed by the Recruitment Committee.
- Define Job/Role Description along with role requirements and responsibilities for the position – which must be available to every applicant
- Publicise the position – can be locally or to a wider catchment area e.g. Club notice Boards / note home with young people / local papers / Club website / via Governing Body website etc
- An Application Form must be completed by every applicant. The Recruitment Committee should assess all returned Application Forms to identify gaps in previous roles. Qualifications and experience must be checked against the Job/Role Description requirements. Any queries may be checked beforehand or at Interview stage.
- Interview stage - An interview or a meeting will allow the Recruitment Committee to ask previously prepared questions and to check any queries raised by the Application Form. Qualifications can be verified and the Applicant should be allowed to ask questions. Applicants should be asked about their commitment to good Safeguarding Practices.
- Vetting Application If the role requires, the preferred candidate must complete a Vetting Application and be successfully Certified prior to taking up the position.
- References - References (minimum 2) must be checked for preferred Applicants 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 Recruitment Committee, not one individual. Any appointment must be recorded by the Club Committee in the Minutes at the

next Club Committee meeting. Recruitment records should be kept according to the Data Retention legislation.

- Taking up a new position – Induction should be given to include amongst other information, Rowing Ireland Safeguarding information. This helps to retain employees and volunteers and minimises risks to children through lack of understanding and knowledge.
- Support and Mentoring – All new positions should have an agreed probationary period, including volunteer roles, to ensure they are working satisfactorily. Good management of both staff and volunteers will create an atmosphere where all feel valued. Ongoing training and refresher courses should be offered to all involved with roles with responsibility with children.

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Codes of Conduct – Signature and Retention

A Code of Conduct lets all our staff and volunteers within **Rowing Ireland** or within our Affiliated Clubs know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the Code relevant to their Role.

The Codes of Conduct will be communicated to everyone associated with **Rowing Ireland** and our Affiliated Clubs.

Rowing Ireland - CEO will retain the signed Codes relevant to staff and Volunteers involved with running the Governing Body.

Affiliated Club Committees will hold the signed Codes relevant to staff and volunteers within their Clubs,

Provincial Branch Secretaries or other appointed Officer will hold any signed Codes relevant to their Branch.

The Rowing Ireland Safeguarding Plan

Code of Conduct Children

Code of Conduct Coaches / leaders [HERE](#)

Code of conduct Parents / Guardians

Recruitment – Criminal Disclosure Form

Recruitment – Reference Form

Recruitment – Volunteer Application Form

Recruitment – Volunteer Induction check list

Vetting Policy RI

Vetting Form Rol

Vetting Policy – Ex Offenders (NI)

Vetting Policy – Disclosure handling (NI)

Vetting Procedures NI