



**Terms of Reference - CASE MANAGEMENT IN  
RECRUITMENT  
(SAFEGUARDING – YOUNG PEOPLE)**

**RI-SFGV8**

<i>Version</i>	<i>Date</i>	<i>Author</i>	<i>Changes</i>
1.0	20 Jan 2020	Board RI	New Version
1.1	Nov 2024	B Ewing (NCO)	Updates

The authority of any Sub-Committee is limited to the functions set out in this document. Any additional functions not specified in this document which the Sub-Committee may wish to carry out relating to its Purpose, must be approved by the Board of Rowing Ireland, in writing, in advance.

## **1. COMPOSITION**

The Case Management in Recruitment Committee consists of the National Children's Officer (Chair), The Garda Vetting Signatory and the Access NI Lead Signatory. Additional members may be added as required on an ad-hoc basis.

The Committee will work independently of the Board of Rowing Ireland – matters must be regarded as highly confidential and not for discussion outside the Case Management Committee other than with appropriate third parties.

## **2. APPOINTMENT**

The Chair is appointed annually by the Board of Rowing Ireland after the AGM

## **3. PURPOSE**

To arrange meetings as required about an applicant's potential risk to Rowing Ireland following receipt of positive disclosure information, via the Vetting Process as per RI Vetting Policy, Section 4, or from a reported incident within Rowing Ireland. The Committee is responsible for ensuring that all allegations, incidents or referrals are dealt with fairly, equitably and within appropriate timescales.

In any decision the welfare of the young person is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest

## **4. FUNCTIONS**

- 4.1 To enable Rowing Ireland to make safer recruitment decisions for staff and volunteers working with young people
- 4.2 All cases require individual consideration and a degree of judgement and give direction about classifying the level of a case, eg High risk, medium risk or low risk.
- 4.3 The process should involve taking all reasonable steps to gather as much relevant information as possible
- 4.4 Inform and comply with Statutory agencies where / when necessary
- 4.5 Recruitment decisions must be defensible and stand up to scrutiny.
- 4.6 Detailed records must be kept for each meeting and all decisions recorded.

- 4.7 All information is confidential and should be stored as per Rowing Irelands Vetting Policy – Handling, Use, Storage, Retention and Disposal of Disclosure information
- 4.8 Notify the applicant of the decision. Decisions must be fair, open and transparent.
- 4.9 Notify the Affiliated Rowing Ireland Club which requested the applicant to be vetted, or Rowing Ireland CEO if the applicant is a staff member or potential staff member. Decisions must be fair, open and transparent.
- 4.10 To perform any other tasks as required by the Board of Rowing Ireland

## **5. MEETING FREQUENCY**

The Risk Management in Recruitment Committee will only meet as required.

## **6. BOARD REPORTING**

No details will be reported to the Board other than to record the Subcommittee met to deal with a disclosure issue involving an applicant who had been vetted either through Garda vetting or Access NI, to work with young people within Rowing Ireland.

### **Approved by Board on**

Signed

(Secretary)

Date