



## Recruitment Policy & Procedures

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

GLTC 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 for those with regular access to U18’s

GLTC will ensure good recruitment procedures by utilising 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.

1. An assessment should be done of the individual's experience of working with children or young people and knowledge of safeguarding issues
2. An assessment should be done of their commitment to promoting good practice.
3. 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.

### **Section 3. For Ad-hoc Volunteers to GLTC**

The following recommendations are advised for those volunteering on an ad hoc basis.

All leaders / volunteers should agree to and sign up the relevant Code of Conduct for those working with children and young people.

Leaders and volunteers 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.

Leaders and volunteers should commit to complete the necessary safeguarding training for their role if volunteering on a regular basis.

Leaders and volunteers should be reminded that supervision is a vital safeguard for the Club and they should never work alone.

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 GLTC 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.