



Appendix 10: GLTC Recruitment Policy

Policy Statement

GLTC is committed to the safe recruitment of all staff, coaches, and volunteers, ensuring the highest standards of safeguarding for children and young people in line with Tennis Ireland and national legislation.

Scope

This policy applies to all individuals seeking to work or volunteer with GLTC in roles involving access to children or vulnerable persons.

Recruitment Procedures

1. Application & Screening

- All applicants must complete the official GLTC Application Form (template based on Tennis Ireland's sample).
- Applicants must provide a full employment/volunteering history, explain any gaps, and submit proof of qualifications.

2. A clear role description will be provided for each position.

3. References

- Two written references are required for all preferred applicants, including at least one from a previous club or relevant organization.
- References will be followed up by personal contact.

Vetting

- All applicants must complete Garda Vetting (ROI) or Access NI (NI) through Tennis Ireland before commencing any role with children or vulnerable persons.
- Identity will be verified by a club official.

Interview/Assessment

- Applicants will be interviewed (formally or informally) by at least two club members to assess:
 - Experience with children/young people
 - Knowledge of safeguarding
 - Commitment to good practice

- Communication skills

Approval & Probation

- All appointments must be approved by the GLTC Executive Committee.
- A six-month probationary period applies to staff and long-term volunteers.

Induction & Training

- All new recruits will be inducted into GLTC and Tennis Ireland safeguarding policies and procedures.
- Signing of the relevant Code of Conduct is mandatory.
- Completion of safeguarding training (Sport Ireland Safeguarding 1, 2, or 3 as appropriate) is required before starting and must be renewed every three years.

Supervision & Support

- Volunteers and staff must never work alone with children; supervision is a vital safeguard.
- All must know the Children's Officers/Designated Liaison Person and understand club youth structures.
- Ongoing support, supervision, and review will be provided.

Confidentiality & Data Protection

- All information provided during recruitment will be kept strictly confidential, stored securely, and only accessible to the Recruitment Committee.
- Data will be retained only as long as necessary and returned or destroyed when no longer required.

Ad Hoc Volunteers

- Ad hoc volunteers must sign the Code of Conduct and, if volunteering regularly, complete safeguarding training and vetting.
- Supervision and understanding of roles are required at all times.