

## Rockfield Tennis Club – Child Protection Policy Club Recruitment Procedures

### Section 1 – Rockfield Tennis Club information

**Name:** Rockfield Tennis Club

**Sport:** Tennis

**Location:** Artane

**Activities:** Rockfield Tennis Club aims to provide tennis activities and opportunities for children and young people through participation in social play, junior day camps, parks, clubs, regional, provincial events and with our representative teams. The club is committed to safeguarding children and young people. All of our volunteers and staff interacting with children throughout the organisation seek to create a safe environment for children and young people to participate in Tennis.

### Section 2 - The General Approach to Recruitment.

Rockfield Tennis Club ('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 Safeguarding Statement.

The 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 quite 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 or contracted by the club will be expected to provide the necessary information and to give the required undertakings in regard to their dealings with club members.

### Section 3 - The Specific Recruitment Procedures

The Club will ensure good recruitment procedures by utilizing some or all of the following.

1. Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the club.
2. Insisting that anybody volunteering for any voluntary position or applying for any paid position within the club completes the form relevant to that position.

3. Obtaining proof of identity of each person applying through the procedure involved in the Garda vetting process.
4. Where necessary obtaining the individual's signed permission to enable Tennis Ireland to request a check from either the Garda vetting service (ROI) or Access NI (NI).
5. In the case of those who will have substantial access to children.
  - Assessing the individual's experience of working with children or young people and knowledge of child protection issues
  - Assessing their commitment to promoting good practice.
  - Assessing their ability to communicate with children. (i.e. be approachable).
 This assessment will be done in the way most appropriate to the particular position.
6. Where considered necessary obtaining written references.
7. Ensuring that any appointment, whether paid or voluntary, is approved by the club's Executive Committee
8. By providing suitable induction and where considered appropriate setting a probationary period.
9. Requiring all volunteers to provide undertakings to abide by the Code of Conduct relevant to their particular position

The review of the information provided will be carried out by the Tennis and Coaching sub-committee comprising the Club Officers plus a representative of the Junior members.

In the case of the review and assessment of any of the members of the sub-committee they will absent themselves from the meeting for the duration of that particular review.

Volunteers and staff will be required to undertake to abide by the relevant Code of Conduct by signing the code.

As a result of the club's risk assessment the following is a sample table that could be used which sets out the various criteria that the club might have decided need to be complied with by volunteers and post-holders.

	Complete Form	Provide Reference	Garda Vetting	SG 1 or Tusla (U18)	SG 2	SG 3	Insurance	Qualifications	ID Proof	Code of Conduct	Committee Undertaking
<b>Chairperson/ President</b>	X		X							X	X
<b>Club Secretary</b>	X		X							X	X
<b>Club Treasurer</b>	X		X							X	X
<b>Club Captain</b>	X		X							X	X
<b>Executive Committee Member</b>	X		X							X	X
<b>Children's Officers</b>	X		X	X	X					X	X
<b>DLP</b>	X		X	X		X				X	X
<b>Junior Volunteer</b>	X		X	X						X	
<b>Tennis Coach</b>	X	X	X	X			X	X	X	X	
<b>Clubhouse Volunteers</b>	X		X	X					X	X	
<b>CE Workers</b>	X	X	X						X	X	

**Section 4 - Protection of Data provided by volunteers.**

All information provided to the Club under the requirements of these recruitment procedures will be kept strictly confidential.

Only the Club Secretary will have access to this information.

Only hard copies of the information will be retained by the club. If hard copy information is provided it will be kept by the Club Secretary in a locked storage area with a single key being held only by the Secretary.

The information will be returned to the volunteer when no longer required for the purposes of complying with these recruitment procedures or shredded on the request of the applicant.