



## Recruitment Policy and Procedure

### Recruitment Policy

Recruitment is required for all positions within Swim Ireland, Clubs and Regions and should be conducted in accordance with this document.

### General

Opportunities for young people to participate in sport may not exist without the time and commitment of volunteers. Leaders who work with young people are motivated by their desire to put something back into their sport. In order to ensure the experience is positive and safe for young people volunteers wishing to take on a role and responsibility for children should undergo a recruitment and selection process. Any recruitment process should be carried out objectively and will help place leaders in a position in which they are suited and supported.

### Renewal of Existing Leaders

All adults who have supervisory role or responsibility for children must complete the annual self-declaration form as included on the relevant Code of Conduct; this is done at Club registration when everyone is required to complete their memberships. Returning members taking up roles outside Club registration must complete the appropriate Code of Conduct noting the self-declaration to be signed. For National positions the requirements will be issued by Swim Ireland. Returning Regions and Clubs must ensure the relevant leaders are Garda /Access NI vetted and have attended the required child welfare training for their role.

### Who should be recruited?

A standard application process should be followed for all adults, intending to work as volunteers or to be employed, with access to or involved in the management of policies concerning children. These positions at all levels would include, but not limited to:

Club Children's Officer

Designated Person

Committee members

Tutor, Coach or Teacher

Team Manager

Officials where there is a direct involvement or responsibility for making decision concerning children

There are certain positions where there is no unsupervised involvement or direct responsibility for children e.g. supervising parents on the rota, some officials such as a timekeeper, where a recruitment process may not need to be enforced. For such roles all personnel should still complete the application form with the self-declaration, which is held in the Club or Region.

By introducing volunteers and staff to their role this

- Strengthens the message of safeguarding children within the Club and Swim Ireland
- Reduces the vulnerability of children
- Reduces the vulnerability of the leader

It is the responsibility of the Region or Club to ensure that anyone involved with young people are suitable with regard to the requirements for the welfare and protection of children.

## The Recruitment Process

The recruitment process should be run by a selected group within the Region or Club tasked with this role – this group will be responsible for the steps below. Documentation relating to the recruitment is confidential and should only be viewed by the section group. However the final ratification of any appointment should be done by the committee and recorded in the minutes.

**Job description and responsibilities of the role** – this must be prepared and will vary according each region or club's needs, resources and the type of position, and should include any expected qualifications, the length and type of experience, plus it will identify the role and the required personal qualities, including child welfare and protection requirement e.g. subject to successful Garda /Access NI checks.

**Publicise** – for formal positions the post/position needs to be publicised, this can be done locally through newspapers, facility notice boards or through a Region/Club website; for some roles this will involve recruiting from the membership.

**Application form** – each applicant should complete an application form. There is the declaration in the application form which must be signed. (Recruitment Form – Appendix Two)

Assessment of the returned applications – the selection group should examine all application forms and CV's. Any gaps in the applicants' previous roles should be identified, and the qualifications and experience checked to meet the requirements; any queries in these areas can be clarified at an interview/meeting.

**Interview/meeting** – hold interview/meeting to go through questions, check qualifications, scenarios relevant to position and check any queries, allow for questions from the applicant.

Identity - check the applicants' identity – any photo id is acceptable and this should be noted on the application form.

**Garda Vetting/Access NI check** – this is part of the recruitment process, and should be carried out on the individual prior to commencement of the position. (See Garda Vetting/Access NI policy)

References – check the references of any individual that may be suitable (Reference Form – Appendix Three). Telephone references may be obtained – give an explanation of position and purpose, note questions and answers, recording the date and time.

**Final selection** – this is the responsibility of the relevant body, e.g. Club, Region or Swim Ireland, not one individual. All appointments should be ratified by the Club or Regional committee/Board. The decisions should be recorded in the minutes. The Club should keep the records of the individuals appointed/recruited – these are confidential.

Newly recruited personnel should be notified to Swim Ireland as a new member or for update of details for an existing Swim Ireland member as soon as they have been appointed by the committee.

## Management of Volunteers and Staff following recruitment

Following the successful recruitment process all leaders should receive some form of induction training including receiving information about Swim Ireland, Region and Club policies and procedures and any required training and support must be put in place. This helps to minimise the unintentional risk to children through lack of understanding and knowledge.

An agreed probationary period will be agreed upon acceptance and this appointment should be conditional on the work being satisfactory.

All volunteers should receive support and assistance in their role – supervision may be a mandatory requirement and provides an effective means to assess future training and education needs. Leaders should avoid working alone with children.

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