

APPENDIX 4

Recruitment Procedures

The General Approach to Recruitment.

Parks Tennis Ireland 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 Organisation 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 people will appreciate the obligation on the Organisation to satisfy itself that all those engaged or volunteer 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.

All potential volunteers must provide any requested information in the overall spirit of the Organisation’s commitment to safeguarding children. Similarly staff employed or contracted by the Organisation must provide the necessary information and give the required undertakings in regard to their dealings with all participants.

Section 2. The Specific Recruitment Procedures

Parks Tennis Ireland 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 Organisation.
2. Insisting that anybody volunteering for any voluntary position or applying for any paid position within the Organisation completes the form relevant to that position.
3. Obtaining proof of identity of each applicant
4. Where necessary obtaining the individual’s signed permission to enable Parks 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 Organisation’s Executive Committee
8. By providing suitable induction and where considered appropriate setting a probationary period.
9. Requiring all people engaged or volunteers to provide undertakings to abide by the Code of Conduct relevant to their particular position (*see Codes of Behaviour in Appendix 10*)

The review of the information provided will be carried out by the **Recruitment Sub-committee** comprising the three Officers of the organization. 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.

Staff and Volunteers will be required to undertake to abide by the relevant Code of Conduct by signing the code. (Ref Appendix 10)

The following table sets out the various criteria to be complied with by volunteers, post-holders and paid staff

	Complete Form	Provide Reference	Garda Vetting	SG 1 course	Insurance	Qualifications	Code of Conduct Undertaking	Induction	ID Proof
Organisation Chairperson/President	X		X	X			X	X	
Organisation Secretary	X		X	X			X	X	
Organisation Treasurer.	X		X	X			X	X	
Executive Committee Member	X		X	X			X	X	
Sub-committee member	X		X	X			X	X	
Junior Sports Leader	X	X	X	X			X	X	X
Tennis Coach	X	X	X	X	X	X	X	X	X

Protection of Data provided by volunteers.

All information provided to Parks Tennis Ireland 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 Organisation. Hard copy information will be kept by the Organisation 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.

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