

Skerries AC- Safe Recruitment Policy

(including coach education & supervision)

A firm recruitment process is part of the club's commitment to putting the protection and wellbeing of children first. Volunteers are the heartbeat of our clubs and carry out numerous roles. If a job involves working with children, the club has a legal and moral responsibility to ensure that the person appointed is suitable. The checklist below gives essential steps to make sure the club meets its duty.

Essential

- ❖ The role of the job is fully explained
- ❖ Code of Conduct agreed and signed
- ❖ Satisfactory completion of Garda vetting by Athletic Ireland
- ❖ Supervision and monitoring of performance

The persons in the club who are responsible for making the decisions about appointments and for managing the sports volunteers/coaches are Committee members and Child Welfare Officers. The children's officer and DLP may play an important advisory role in relation to appointments to work with children but will not be ultimately responsible for final decisions about appointments. All coaches and volunteers will be re-vetted within 4 years.

Coaches and Volunteers will acquire Safeguarding level 1

Child Welfare Office and DLP will have Safeguarding level 2

At all times Skerries AC will act promptly on any child protection issues as per Children First Act 2015.

GARDA VETTING PROCEDURES;

- ❖ The vetting subject completes an Athletics Ireland eVetting Invitation & Validation form. They then present their original ID's with photocopies to their Club Children's Officer for validation. The vetting subject then posts their eVetting Invitation form along with photocopies of the ID used to the Liaison Person at Athletics Ireland.
- ❖ Athletics Ireland then sends the vetting subject an e-mail inviting him/her to complete the online eVetting Application Form.
- ❖ The vetting subject completes a eVetting Application Form online and submits it to Athletics Ireland.
- ❖ The Athletics Ireland Liaison Person reviews the Vetting Application Form and submits it to the National Vetting Bureau for processing.
- ❖ The National Vetting Bureau processes the application and forwards a vetting disclosure to the Athletics Ireland Liaison Person.
- ❖ Athletics Ireland reviews the vetting disclosure and as soon as is practicable provides a response to the vetting subject.

2) Club Children's Officer - Validation of applicants Identity

The Club Children's Officer must check the identity of the applicant against an original valid form of identification as specified on the eVetting & ID Validation form. The Children's Officer must tick the appropriate box for the form of ID that was used to verify the identity of the applicant. The 100-point rule for ID validation must be observed.

3) Vetting for under 18's

Sports leaders under 18 may also be required to complete the vetting process. To apply for vetting there must be a completed parental consent. This form is available from your Club Children's Officer. Vetting cannot be conducted for a person under the age of 16.