



SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS/ COACHES

- Volunteers and coaches should be carefully selected, trained and supervised. .
- All new coaches/volunteers working with children or young people must complete the enclosed application form. **(See appendix 1)**
- Declaration of past convictions or cases pending and agreement to have An Access NI check completed, is a pre-requisite to approval to coach. **(See appendix 1)**
- **ALL** volunteers/coaches must agree to abide by the club's Child Protection and safeguarding policies and procedures and all are required to sign a pro-forma stating this. **(See appendix?, Consent Forms)**
- Any concerns or objections with regard to suitability of a coach must be submitted to the "designated person". These matters will be raised with the club committee with appropriate action taken including a formal response in writing to the concerned party if required.

Bredagh GAC relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in Gaelic Sports would not exist. Bredagh GAC will ensure good recruitment procedures by:

- Defining the role the individual is applying for (Job Specification).
- Insisting that a person applying for any post of responsibility within the club complete the relevant form (see sample application form).
- Obtaining 2 references in writing.
- Obtaining the individual's signed permission to enable Bredagh GAC to request an Access NI check (proof of identity should be provided).
- Setting a probationary period (6 months for staff or long term volunteers).
- Interviewing the individual either formally or informally by two members.
- 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 and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario, e.g. are they authoritarian or too relaxed in their approach.



Appendix 1 Recruitment Procedures

Recruitment Notice

Post of Coach/Assistant Coach

“We at Bredagh GAC are fully committed to good practice, which protects children from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times.”

Applications are now invited for the above posts in a drive to increase the number of coaches/assistant coaches in the club.

All applicants will have had previous experience in working with children and young people and an awareness of and commitment to Bredagh GAC’s Child Protection Policy and Procedures.

For an application form please contact the Coaching Officer or any member of the Committee on

NB: Applications close on

(Coaching Officer)



Appendix 2 Recruitment Procedures

**APPLICATION FORM FOR NEWLY RECRUITED
 COACHES/VOLUNTEERS/MEMBERS/OFFICERS**

Advice to Applicants

Please complete this form as accurately as possible and return it to the person responsible in your club. An arrangement will be made with you to discuss any clarification if required.

Thank you for your co-operation.

Position Applied For: _____

Full Name: _____

Maiden Name (if applicable) _____

Date of Birth: _____

Address: _____

Telephone No: _____

Mobile Number: _____

Please outline why you wish to become involved in the GAA:

Previous experience / involvement in this or any other club. Please give details below:

Do you agree to abide by the guidelines contained in the Code of Ethics and Good Practice for Children's Sport?

Yes No



Do you agree to abide by the Bredagh GAC Code of Conduct?

Yes No

Do you agree to abide by the Club's Child Protection Policy?

Yes No

Have you completed Child Protection Awareness Training?

Yes No

Do you agree to undergo specific training on the role of the (position being appointed)

Yes No

CRIMINAL CONVICTIONS

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and 'spent' convictions, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless **NAME OF ORGANISATION** considers that the conviction renders you unsuitable. In making this decision the **NAME OF ORGANISATION** will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s)

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence/incident
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

Please continue on a separate page if necessary.

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including 'spent' convictions.



Declaration

I understand that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I am also aware that Ulster GAA as the registered Body carrying out the check may, share information returned with the designated signatory in my club,

REFEREES:

Please supply the names, addresses, and a contact telephone numbers of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in you last club / place of involvement.

Name:	Name:
Address:	Address:
Tel No:	Tel No:
Occupation:	Occupation:

Declaration

I declare that any answers are complete and correct to the best of my knowledge and I will inform the Club Designated Person/ Children’s Officer of any future convictions or charges.

I declare that the above information is true and agree to abide by the Bredagh GAC Code of Conduct and Code of Best Practice in Youth Sport.

Print Name: _____

Signed: _____

Date: _____

FOR OFFICIAL USE ONLY:

Date application received: _____

Interviewed by: 1. _____

2. _____

Date of interview: _____

Recommendation **Approved** **Not approved**



Reasons

Reasons

SIGNED _____ **DATED** _____

Appendix 3 Recruitment Procedures

Reference Form Coach/Volunteer

Confidential

The following person:

has expressed an interest in working for Bredagh GAC.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you know this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES

NO



If you have answered **YES** we will contact you in confidence.

Signed: _____ Date: _____

Print Name: _____

Position: _____ Organisation: _____



Appendix 4 Recruitment Procedures

Interview Schedule Coaches /Volunteers/Juvenile Mentors

Bredagh GAC

- Q1** Tell us a little of why you applied for this post ?
- Q2** Tell us a little of your experiences in working with children previously ?
- Q3** What is your understanding of Bredagh's Policy and Procedure on Child Protection ?
- Q4** What is your understanding of Bredagh's code of conduct for coaches?
- Q5** One of your assistants has a daughter playing on your team. You have noticed that she has higher expectations of her than you feel she is capable of and yet his mother constantly barrages her daughter from the sideline. What would you do ?
- Q6** Every Saturday Mary arrives late for training on her own and disorganised always. She has failed to satisfactorily explain why and in the changing rooms you note that the others were slagging her for having to baby-sit her brother and sister every Friday night. She is 11 years old. What would you do if anything ?

Interviewers Comments: