

Recruitment

Recruitment is required for all positions within Swim Ireland, clubs and regions to ensure a positive and safe experience for young people. The recruitment process should be carried out objectively and will help place leaders in a position in which they are suited and supported. The Swim Ireland Vetting Policy and Training Policy (see Compliancy section) should also be read to check requirements and where qualifications are necessary for a role, guidance can be sought from the relevant department in Swim Ireland.

Opportunities for young people to participate in sport may not exist without the time and commitment of volunteers who are motivated by their desire to put something back into their sport. A recruitment process introduces potential volunteers and staff to their role and:

- Strengthens the message of safeguarding children within the club, region and Swim Ireland
- Reduces the vulnerability of young people
- Reduces the vulnerability of the leaders

It is the responsibility of the club or region to ensure that anyone involved with young people are suitable to work with children.

Existing leaders

Adults who continue in a supervisory role or with responsibility for children must complete the annual self-declaration included in their relevant Code of Conduct. This must be done at membership renewal. Existing members taking up roles during other times of the year must sign the appropriate Code of Conduct which includes the self-declaration.

The club or regional committee is responsible for respective club and regional positions. National positions will be managed by Swim Ireland. The club or region is responsible for ensuring the individual meets the credential requirements for their role prior to their appointment and is registered on the Swim Ireland membership system. Any club allowing a member to act in a role without being registered on the membership system or without the necessary credentials is in breach of our rules and, in some circumstances, legislation.

New members

The recruitment process should be followed for anyone intending to work, as a volunteer or be employed, in a role with access to young people.

Positions include, but not limited to:

Club Children's Officer

Committee member

Tutor, Coach or Teacher

Team Manager

Official (except timekeeper)

There are certain positions where there is no direct responsibility for children e.g. the parent on the duty rota, a timekeeper or as an ad-hoc helper at club events, etc. where the recruitment process may not be practical given the unplanned or irregular role. However, such individuals should complete a membership application form with the self-declaration and the form should be held by the region or club.

Contractors/Service providers

Contractors or service providers may not be recruited or selected as members of Swim Ireland but will be working with young people in Swim Ireland e.g. medical personnel, photographers, strength and conditioning practitioners etc. It is important to conduct a proper recruitment check on such individuals and to check their professional qualifications including recording if they are Mandated Persons in their role. A Mandated Person is legally mandated to report abuse only if acting in the role stipulated as a Mandated role in the Children First Act 2015 (ROI).

Contractors or service providers working with young people at club or regional level should complete the Swim Ireland Self Declaration Disclosure Form, found at the end of this policy. Contractors or service providers from Sport Ireland or Sport NI are subject to a service level agreement concerning the provision of practitioners, working with young people, to Swim Ireland.

The Recruitment Process

A recruitment committee, selected from members of the region or club, is tasked with the recruitment process and responsible for the steps outlined below. A recruitment committee should be made up of appropriate or relevant people e.g. for role liaising or working with the coaching staff such as a team manager or CO, the head coach should be part of the recruitment committee. Applications and documents submitted by applicants relating to their recruitment are confidential and should only be viewed by the recruitment committee. The template documents are included at the end of this policy.

Step by step guide to recruitment

Job description and responsibilities of the role

This will vary according each region or club's needs, resources and the type of position. The JD should include expected qualifications, the length and type of experience, plus identify the role and the required personal qualities, including safeguarding requirements e.g. vetting and training requirements. Sample role descriptions are available from the relevant Swim Ireland department.

Publicise the post/position

This can be done informally i.e. recruiting from within the membership or formally through newspapers, facility notice boards or region or club website. This may only need to be carried out locally or can cover a wider area if necessary.

Application form

An application form must be completed by each applicant – this includes the declaration which must be signed (see Recruitment Application Form). The recruitment committee should assess the returned application to identify gaps in previous roles, the qualifications and experience must be checked against what is required for the role; any queries on these areas can be clarified at an interview/meeting.

Interview/meeting

An interview or a meeting will allow the recruitment committee to ask previously prepared questions and to check any queries raised by the application form. This is also an opportunity to check qualifications, run through scenarios relevant to position and to allow for questions from the applicant. It is good practice to also conduct an identity check – this will be required for the vetting application as well. It must include a photo ID plus the current address.

Vetting application

If the role requires, the preferred candidate must complete a vetting application and be successfully accepted prior to taking up the position. To speed up the process all applicants can be asked for a completed vetting application on applying for the role. If not successful, the vetting application can be returned or shredded. Check the vetting application required according to the jurisdiction of the role and see the Swim Ireland Vetting Policy for further information.

References

References must be checked using the Reference Form for any person being considered for a role. A referee can be contacted by telephone for a reference using the Reference Form. The caller should explain the position applied for, noting the questions asked and answers given, ensuring the date and time is recorded.

Final selection

The final selection is the responsibility of recruitment committee, not one individual. Any appointment must be recorded by the regional or club committee or board. The appointment is then recorded as ratified in the minutes at the next regional/club committee meeting. Recruitment records should be kept according the Data Retention Policy.

Membership Registration

All newly appointed leaders must be added to the Swim Ireland membership system prior to taking up the role. All required credentials must be recorded on the membership system.

Taking up a new position

All leaders should receive induction training that includes Swim Ireland policies and procedures as well as any regional or club information that is relevant. This helps to retain volunteers and staff and minimises risks to children through lack of understanding and knowledge.

Support and Mentoring

All newly recruited positions should have an agreed probationary period conditional on the work required being satisfactory. Regions and clubs should use existing leaders to support and mentor new people joining. This is a positive and effective method to assess future training and education needs.

Recruitment Application Form

Application Form for: _____ (club/region)

*Position applied for: _____

Full Name: _____ Membership number: _____

Current Address: _____

Date of Birth: _____ Telephone No.(s): _____

List previous experience / involvement in this or any other club. Include experience of working with young children in a voluntary or professional capacity:

Sporting/ NGB Qualifications (e.g. specific requirements for role and other qualifications):

Do you agree to abide by Swim Ireland Safeguarding Policy and Procedures (latest update)? Yes No

Do you agree to abide by Swim Ireland Rules and all requirements relevant to your position? Yes No

Have you ever been asked to leave a sporting organisation/club? Yes No

(If you have answered yes, we will contact you in confidence)

*Are you willing to undertake the required training and checks required for the role? Yes No

Is there any reason that you cannot work in a regulated activity or position? Yes No

References:

Please supply the name and address of two people who we can contact and who, from personal knowledge, are willing to endorse your application. One of these names should be, where possible, the name of an administrator / leader in your last club / place of involvement

Name and Address of Referee 1: _____

Name and Address of Referee 2: _____

I am aware of and agree to abide by the Rules and Codes of Conduct for _____
(club/region) and Swim Ireland.

Signed _____ Date: _____

Print Name _____

*If relevant, the position requires:

- a successful vetting application (National Vetting Bureau and/or Access NI as required)
- completion of the code of conduct and
- training according to position

The Swim Ireland Privacy notice can be viewed on the Swim Ireland website.

Recruitment Reference Form

(This form can be used as a telephone reference or to obtain a written reference)

Confidential Reference Form for _____ (club/region)

The following person: _____ (name) has expressed an interest in working with
_____ (club/region) as _____ (position)

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. We appreciate you being extremely candid, open and honest in your evaluation.

How long have you known this person?

In what capacity have you known this person?

What attributes does this person have that would make them suited to the role applied for?

Please rate this person on the following (tick one box for each statement):

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

This post involves access to young people. Swim Ireland, it's regions and affiliated clubs are committed to the welfare and protection of young people.

Do you have any reason at all to be concerned about this applicant being in contact with children and young people? Yes No

If yes, we will contact you in confidence or request further information

Signed: _____ Date: _____

Print name: _____

Name of Organisation: _____ Position: _____

If this reference is obtained by telephone the person conducting the call should complete information below:

Name: _____ Position: _____

Signature: _____ Date: _____

Self-Declaration Disclosure Form for Service Provider Employee

All answers will be treated in a confidential manner. This form must be completed where a service provider employee or an individual is carrying out relevant work or undertaking a regulated activity.

1. Have you ever been asked to leave a sporting organisation?
Yes No
2. Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?
Yes No
3. Have you ever been known to the Statutory Authorities or Social Services department as being a risk or potential risk to children or young people?
Yes No
4. Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or young people?
Yes No

(If you have answered yes to any questions above, we will contact you in confidence

Confirmation of Declaration (tick boxes to confirm)	
I agree that the information provided here may be processed in connection with my role and I understand that any role may be withdrawn or immediate dismissal from the role I provide if information is not disclosed by me and subsequently comes to the attention of _____ (insert Club/Region/Swim Ireland).	
I agree to inform _____ (insert Club/Region/Swim Ireland) within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.	
I understand that the information contained on this form and information supplied by third parties may be given by _____ (insert Club/Region/Swim Ireland) to other persons or organisations in circumstances where this is considered necessary to safeguard other children or young people.	
Where required under the National Vetting Bureau (Children and Vulnerable Adults) Act 2012-2016 (ROI) /Safeguarding Vulnerable Groups (NI) Order 2007 I confirm I have been vetted for my position by my organisation and have received no disclosures that prevent me providing the service for which I am employed.	

I declare that the answers I have given above are complete and correct to the best of my knowledge and I will inform _____ (insert Club/Region/Swim Ireland) of any changes.

Signature: _____ Print Name: _____

Company: _____ Date: ____ / ____ / ____

See overleaf for notes on completion of this form

Notes on completion:

Swim Ireland is committed to creating and maintaining the safest possible environment for young people who participate in the sport, reflecting our Safeguarding Policies 2019.

Where an individual is contracted to work for a club, region or for Swim Ireland in a role that does not fall within the requirements for safeguarding compliancy or where an individual is delivering a service contracted to do so it is not possible for that individual to undergo a vetting process in accordance with the National Vetting Bureau (Children and Vulnerable Adults) Act 2012-2016 (ROI) or an enhanced check under the regulations in the Protection of Freedoms Act 2012 (NI).

However, if the work being carried out falls into the definition of relevant work or is a regulated activity, the individual is required to complete the Self Declaration Disclosure Form. Any information supplied will be treated confidentially and considered in the context of the role and the nature of any information declared.

Please complete this form as accurately as possible and return it marked "Confidential" to the person responsible for engaging the service, the organiser of the relevant event/activity or to a responsible person as otherwise advised.

This information will be kept in accordance with the Swim Ireland Data Protection policy.

Thank you for your co-operation.

Youth Development Director
Swim Ireland

Recruitment Checklist

Recruiting individuals for positions is good practice, helps to identify roles and responsibilities and provides a better support structure for people. This checklist helps identify the steps in the recruitment process. The following positions should be recruited, there may be others depending on activities provided:

- Club Children's Officer
- Committee member
- Tutor, Coach or Teacher
- Team Manager
- Official (except timekeeper)

These are examples of regulated positions where the relevant work or activity has responsibility for, access to or a decision making capacity that impacts on young people.

New Members seeking positions

The following must be completed by Swim Ireland, the region or club for each person taking up a position:

- Job description for role, detailing responsibilities
- Application form completed
- Successful interview/meeting
- References checked and recorded
- Successful vetting outcome recorded on the membership system
- Attended relevant safeguarding training for position (Swim Ireland approved)
- Requirements specific to position checked, e.g. qualifications, licensing, training etc.
- Appointment ratified by committee/AGM and recorded in minutes
- Sign code of conduct (either the Leaders or Coaches/Teachers code including the self-declaration)
- Induction training completed
- Supervision in place for trial period
- Final sign off by Club/Regional Committee
- On-going support and training development

Information relating to recruited members is confidential and should be stored safely by the Club/Regional committee.

All Members in positions

Members must:

- Sign code of conduct (either the Leaders or Coaches/Teachers code including the self-declaration)
- Attended relevant safeguarding training for position (Swim Ireland approved)
- Successful vetting outcome recorded on the membership system
- Requirements specific to position, e.g. qualifications, licensing, up-skill training etc.
- Have a plan for on-going support and training relevant to position

Contractors/Service providers

Contractors or service providers working outside of any specific service level agreement with Swim Ireland must:

- Sign Self-Declaration Disclosure Form and give to appointed person
- Be qualified for the appointed position e.g. qualified strength and conditioning coach or medically qualified doctor etc.
- Be recorded if role is Mandated Person; this record should be kept by the CO
- Be aware of Swim Ireland Safeguarding Policies and know who to report to in case of any issue or concern.