

## **APPENDIX 4 – HELEN’S BAY TENNIS CLUB - SAFE RECRUITMENT POLICY**

### **Safe Recruitment procedures for those working with Children & Young People**

#### **The Risks**

The vast majority of volunteers in tennis will help out through a genuine desire to see children or their particular organisation develop. Unfortunately we must face the risk that a small minority of people might join our club as an opportunity to gain access to children. They will create an air of acceptability about their role, justifying their close contact with children. One important factor in deciding whether behaviour is a risk of abuse or neglect is the impact of that behaviour on the child rather than the intention of the adult.

In order to safeguard young people against such risks it is important that organisations should take all reasonable steps to ensure that only suitable people are recruited to work with children and families by adopting and consistently applying a safe and clearly defined method of recruiting staff and volunteers.

Below are steps to help Tennis Ireland’s Stakeholders. If you are dealing with someone new to the club you will need to be rigorous with respect to recruitment procedures, however you need to be sure of all those working with young people, including those who have been members for quite some time. Any existing member who wishes to work with young people will also need to be assessed for their suitability for a role with children.

#### **Easy Rules to Remember**

The implementation of thorough recruitment and selection procedures will help to keep children and young people safe within your organisation. Good practice in management and supervision of workers and volunteers after appointment is a further essential safeguard to help keep children/young people safe.

The procedures outlined below are recommended best practice in our organisation. This reduces the risk of someone targeting one of our clubs, our organisation or indeed anyone of our stakeholders to gain access to children and/or of ‘seasoned’ members moving roles.

Tennis Clubs and anyone of our stakeholders should ensure good recruitment procedures for ‘all’ members by:

- Insisting that a person applying for any post of responsibility within the club complete the relevant sports application form, verifies qualifications, experience and gaps in employment history; person should be provided with a role descriptor.
- Obtaining two references in writing, followed up with personal contact with the reference provider (any request for references should only be sought for preferred applicants);

- Ensuring the individual completes their vetting with either the National Vetting Bureau or Access NI through Tennis Ireland and the Ulster Branch, Tennis Ireland respectively, prior to commencement of working with children or vulnerable people.

(Contact Tennis Ireland for more information on this process.)

- Setting a probationary period (six months for staff or long-term volunteers) which can be used to assess the leader's commitment to promoting good practice in relation to young people.
- Interviewing or meeting the individual either formally or informally. Appoint two club members to meet the applicant who will be able to:
  - assess the individual's experience of working with children or young people and knowledge of safeguarding issues;
  - assess their commitment to promoting good practice; and
  - assess their ability to communicate with children and young people (i.e. be approachable).
- Ensuring the club management committee ratifies appointments.
- Once recruited into the position, all Sports Leaders should be adequately managed and inducted into policies and procedures.
- When storing information in relation to applicants this should be treated as highly sensitive and confidential. Physical hard copy material should be kept in a locked cupboard that is accessible only to a nominated officer and a deputy nominated officer.
- Ensuring they have agreed to and signed up to the relevant Code of Conduct for those working with young people.
- Ensuring they have met with club officials and that they understand the role they are taking on. This is especially important if moving from one role to another among different skill sets, ages, genders, etc. Working with young people will have additional responsibilities attached due to their vulnerability.
- Ensuring they give a commitment to complete the necessary safeguarding training.
- Ensuring they understand that supervision is a vital safeguard for the club so they should never work alone.
- Ensuring they know who the Children's Officer/Designated Liaison Person within the club is and understand the youth structures of the club.

Tennis relies heavily on the time and commitment given by volunteers and paid employees. Without this, the opportunities for children and young people to participate and learn new skills would not exist.

See below:

- Sample Volunteer / Coach Application Form – also see document Safeguarding Guidance for Children and Young people in Tennis, page 37.
- Sample Confidential Reference Form - also see document Safeguarding Guidance for Children and Young people in Tennis, page 40.

See document Safeguarding Guidance for Children and Young people in Tennis, pages 41 and 42 for:

- Sample Application Form for new Junior Members (page 41)
- Sample Existing Leaders Information Form (page 42)

For more information contact Tennis Ireland or your employer for specific advice.

**SAMPLE VOLUNTEER / COACH APPLICATION FORM**

**(FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN)**

**All information received in this form will be treated confidentially**

**Name:** \_\_\_\_\_

**Maiden Name:** \_\_\_\_\_  
(If applicable)

**Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Address(s) over the last 5 years:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How long have you lived at this address?** \_\_\_\_\_

*List any address outside of Ireland on additional sheet and submit.*

**Place of birth (Town City):**

\_\_\_\_\_  
\_\_\_\_\_

**Telephone No:** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**DOB** \_\_\_\_\_ **PPS Number** \_\_\_\_\_ **(Ireland Only) NI Number** \_\_\_\_\_ **(NI only)**

**Previous work/voluntary experience & relevant qualifications:**

**Do you agree to abide by the Tennis Ireland's Coach Code of Conduct (copy attached)?**

Yes  No

**Have you completed a Safeguarding Children and Young People in Sport Course?**

Yes  No

If yes, please provide the Cert Number \_\_\_\_\_

If 'No' do you agree to undergo Safeguarding training?

Yes

No

Have you ever been asked to leave a sporting organisation in the past?

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

Yes

No

Any other relevant information?

Please supply the names 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 your last club / place of involvement.

Name:

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Address:

Tel: \_\_\_\_\_

Tel: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

**For Official Use Only**

**Date application received:** \_\_\_\_\_

**Date of Interview:** \_\_\_\_\_

**Interviewed by:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

**References received and are satisfactory:**

Yes  No

**Comments:**

**Statutory check completed & returned (if appropriate):**

Yes  No

**Proof of applicant's identification received:**

Yes  No

**Recommendation:** \_\_\_\_\_

\_\_\_\_\_

**Approved Reasons:** \_\_\_\_\_

\_\_\_\_\_

**Not Approved Reasons:** \_\_\_\_\_

\_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Sample Confidential Reference Form**

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

The following person: \_\_\_\_\_

Expressed an interest in working with (Name, Club, Organisation) \_\_\_\_\_

\_\_\_\_\_ as a (List 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 in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.*

**How long have you known this person?**

\_\_\_\_\_

**In what capacity?** \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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: \_\_\_\_\_



## **Code for Tennis Coaches**

Tennis Coaches play a vital role in children's tennis. Tennis Ireland, the Branches, the Clubs and other Stakeholders, should ensure that the work of Coaches, is guided by this safeguarding guidance and best practice whilst also recognising that they are entitled to obtain a healthy sense of achievement and satisfaction through their involvement in children's tennis.

It is strongly recommended that all our stakeholders use Tennis Ireland Licensed Coaches only.

In order to act as a role model and to promote their safety and the safety of young people Tennis Coaches should:

### **Create a safe and enjoyable environment for children by:**

- Planning and preparing appropriately and be positive during sessions.
- Making sure all levels of participation are enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Organising age and playing level appropriate organised play and competition and setting realistic goals & challenges.
- Avoiding favouritism – each child will need attention according to their tennis need.
- Praising and encouraging effort as well as results.
- Showing respect for all involved, children and adults.

### **Recognise and ensure the welfare of children by:**

- Keeping attendance records.
- Not exposing a child to criticism, hostility or sarcasm.
- Never swearing at, ridiculing, shouting unnecessarily or arguing with a child.
- Being aware of and implementing the Tennis Ireland Long Term Player Development Pathway and a child's developmental needs at each stage of the programme.
- Working in an open environment.
- Ensuring there is adequate supervision.
- Implementing Tennis Ireland Policy on away trips.
- Involving and updating parents, especially if a problem has arisen.
- Respecting a child's sensitivity.

- Never using physical punishment or force.
- Not using verbal or physical punishments or exclusion for mistakes.

**Additional Information:**

- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation.
- Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child.
- Keep any information in relation to a child/young person of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information on a need to know basis.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- The acknowledgement of the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. training sessions, events and on trips with young people

*I have read the Tennis Ireland Code of Conduct above and agree to abide by the guidelines as set out in the code.*

Signature of Sports Leader/Coach \_\_\_\_\_ Date \_\_\_\_\_