

## **Safe recruitment practices and vetting checks**

Clubs rely heavily on the time and commitment freely given by coaches and volunteers and without this the opportunities for young people to participate in sport would not exist. Sport Northern Ireland and the CPSU believe that the recruitment and selection of volunteers/staff is an essential part of ensuring that young people continue to enjoy sport while remaining safe.

The CPSU recommend that clubs ensure good recruitment procedures by:

- being clear with the individual about what the role entails
- insisting that a person applying for a regulated activity post (i.e. a role that requires the individual to provide a duty of care towards a young person) within the club complete an application form that includes a self declaration section – [Sample available from Sport Northern Ireland's Clubmark NI resource section](#)
- ensuring those in regulated activity complete a vetting process (In Northern Ireland this is an AccessNI check)
- setting a probationary period (6 months is recommended for staff or long term volunteers)
- obtaining two references in writing, (the request for references should only be sought for preferred applicants) - [Sample reference form](#)
- two members of the club meeting the individual 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
  - assess their ability to communicate with children and young people (i.e. be approachable).

## **Effective Management of Staff and Volunteers**

Good management of staff/volunteers will contribute to safe activities for young people. Good management will also create an atmosphere where staff and volunteers feel valued, are listened to and where issues can be dealt with quickly by systems already in place.

- Once staff/volunteers are recruited they should be informed about your club's policies, procedures and guidelines. For more information see the [Volunteer Policy Framework within Sport Northern Ireland's Clubmark NI resources section](#)
- and be provided with appropriate training, support and supervision. This will minimise unintentional harm of young people through lack of knowledge or skills and should pick up on possible intentional harm of children.