

## Appendix 2 – Safe Recruitment Procedures

### Hockey Ireland Recruitment Procedure for all leaders/staff/volunteers:

Hockey Ireland will take all reasonable steps to ensure that adults representing them and working with juniors are appropriate and suitable to do so and are experienced and motivated. Opportunities for young people to participate in hockey may not exist without the time and commitment of volunteers who are motivated by their desire to put something back into their sport. Recruiting individuals for positions is good practice and provides a better support structure for people. A recruitment process introduces staff and volunteers to their role and strengthens the message of safeguarding children within Hockey Ireland and also reduces the vulnerability of children and leaders. Recruitment and/or supervision procedures will apply to all persons with substantial access to juniors, whether paid or unpaid. Although the style of advertising a vacancy may differ between paid staff and volunteers, the system of recruitment will follow the same lines. A decision to appoint a Leader to represent Hockey Ireland is the responsibility of Hockey Ireland or a club committee at club level and not of any one individual within it.

Hockey Ireland use the following recruitment procedure and would expect all affiliated clubs to follow this:

- Promote the HI safeguarding statement at recruitment stage to provide a clear message of values and good practice.
- A description of the role including responsibilities, level of experience/qualifications required will be drawn up and clearly stated.
- Individuals will be asked to fill in an information form, giving names of two references that can be contacted.
- Certain roles may involve interviewing or meeting with the individual either formally or informally to 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
  - Assess their ability to communicate with children and young people (i.e. be approachable)
- Once voted / nominated / appointed to a position the Leader will be made aware of and sign up to the code of conduct and should read and become familiar with Hockey Ireland's Safeguarding Policy. Failure to do so would generally result in their immediate removal.
- Both existing and new leaders **must** sign the appropriate code of conduct including the self-declaration questions **annually**.
- All Leaders **must** successfully complete the Garda Vetting (ROI) or Access NI (NI) process through Hockey Ireland **prior** to commencing working with children.
- All leaders must undertake training: Safeguarding 1 (Basic Awareness Workshop) (ROI) Safeguarding Children & Young People in Sport (NI) **must** be completed.
- A probation period may apply in order to assess the leader's commitment to promoting good practice in relation to young people.
- Adequate supervision will always be provided.
- Information in relation to applicants are treated as highly sensitive and confidential and are kept in a locked cupboard that is accessible only by Hockey Ireland's National Children's Officer or Club Children's Officer at club level.
- Names of National Children's Officer/Designated Liaison Person within Hockey Ireland will be made known to all HI new Leaders as should the club children's officer to new leaders in clubs.

Every effort will be made to manage and support appointed Leaders. Safeguarding training will be provided; codes of conduct will be made available, and Garda Vetting/Access NI will be implemented.