



# Portrane Hockey Club

## Recruitment and Selection Policy

### Contents

Introduction .....	2
Appendix I: Portrane Hockey Club Application Form for Volunteers/Sports Leaders & Other Personnel.....	3
Portrane Hockey Club Application Form for Volunteers/Sports Leaders & Other Personnel.....	4
Appendix II: Code of Conduct for Sport Leaders .....	5

## Introduction

The implementation of thorough recruitment and selection will help to keep children and young people safe within Portrane Hockey Club (PHC). The club will take all reasonable steps to ensure that adults working with children and young people are suitable and appropriately qualified. Recruitment and selection procedures will apply to all persons with substantial access to young people and children, whether paid or unpaid. A decision to appoint Sports Leader or relevant personnel is the responsibility of the club and not of any one individual within it. PHC committee will ratify all recommendations for appointment.

PHC will use the following steps to ensure appropriate recruitment and selection processes occur under the Children's First Act 2015:

- Relevant positions including a role descriptor will be advertised on the Portrane Hockey club website [www.portranehockeyclub.ie](http://www.portranehockeyclub.ie)
- Potential applicants should contact the secretary of the club to request an application form [secretaryportranehc@gmail.com](mailto:secretaryportranehc@gmail.com) (Appendix 1).
- Completed application form should be sent to the secretary of PHC.
- Potential applicants will be interviewed either formally or informally. Two club members will be appointed to meet the applicant to:
  - Assess the individuals 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
- Two references should be included in the application form.
- PHC management committee will ratify appointments.
- All new Sports Leaders will be given a three-month probation period.
- Once recruited to PHC, all Sports Leaders should be adequately managed and supervised by the relevant Head Coach and inducted into policies and procedures.
- All information will be treated with strict confidentiality and will be stored in a secure platform that is only accessed by nominated persons.
- All Sports Leaders will sign a Code of Conduct for Sports Leaders prior to commencement of role (Appendix II).
- All new Sports Leaders will be introduced to relevant personnel including the Club Children's Officers (CCO's) and Designated Liaison Person (DLP).
- All new Sports Leaders must give a guarantee to complete Safeguarding 1 mandatory training within a three-month period.
- Ensure all new sports Leaders understand that supervision is a vital safeguard for PHC so they should avoid working alone.

## Appendix I: Portrane Hockey Club Application Form for Volunteers/Sports Leaders & Other Personnel

For all Volunteers/Sports Leaders & Other Personnel with access to young people & children under the age of 18 associated with Portrane Hockey Club.

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

I wish to apply for the position of \_\_\_\_\_

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

Maiden Name (if applicable): \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Address within the last 5 years: \_\_\_\_\_

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

List any address outside of ROI on additional sheet

Place of birth (Town City): \_\_\_\_\_

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

DOB: \_\_\_\_\_

PPS Number (ROI only): \_\_\_\_\_ NI Number (N.I.) only: \_\_\_\_\_

Previous work/voluntary experience & relevant qualifications:

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Do you agree to abide by Portrane Hockey Club Codes of Conduct for Sports Leaders (copy included with this form)? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

\*if you have answered yes we will contact you in confidence

Any other relevant information?

# Portrane Hockey Club Application Form for Volunteers/Sports Leaders & Other Personnel

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: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number:

\_\_\_\_\_

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

Address: \_\_\_\_\_

Contact Number:

\_\_\_\_\_

Signed -----Date-----

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## FOR OFFICIAL USE ONLY

Date application received: \_\_\_\_\_ Date of interview: \_\_\_\_\_

Interviewed by:

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

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

References received and are satisfactory: Yes \_\_\_\_ No \_\_\_\_

Comments \_\_\_\_\_

Proof of applicant's identification received: Yes \_\_\_\_ No \_\_\_\_

Garda Vetting Completed: Yes \_\_\_\_ No \_\_\_\_

Recommendation: Approved Reasons:

Not Approved Reasons:

Signed:

Date:

## Appendix II: Code of Conduct for Sport Leaders

Sport Leaders play a vital role in children's sport. Portrane Hockey Club ensures that the work of Sport Leaders is guided by the 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 sport.

In order to act as a role model and to promote their safety and the safety of young people Sport Leaders 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 should be enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Setting age appropriate and realistic goals.
- Avoiding favouritism – each child will need attention according to their sporting needs.
- 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 a child's developmental needs and how a child may be psychologically or physically affected (if relevant for your role).
- Working in an open environment.
- Ensuring there is adequate supervision.
- 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.
- Acknowledge the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged.

I have read and agree to implement the PHC Code of Conduct for Sports Leaders

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

Date Received: \_\_\_\_\_