

DGC-004-23 Procedure for Safe Recruitment

Doneraile Golf Club Recruitment Procedure for all leaders/staff/volunteers:

Doneraile Golf Club 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 golf 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 *Doneraile Golf Club* 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 is the *responsibility of Doneraile Golf Club* and not of any one individual within it.

Doneraile Golf Club use the following recruitment procedure to ensure safeguarding good practice at club level.: -

- A description of the role including responsibilities, level of experience/qualifications required will be drawn up and clearly stated
- Leaders who have no previous experience of volunteering with juniors within a golf club setting or at regional/national level 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:
 - Access the individuals experience of working with children or young people and knowledge of safeguarding issues
 - Assess their commitment to promoting good practice
 - Access their ability to communicate with children and young people (i.e. be approachable)
- Once 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 *Doneraile Golf Club's* Safeguarding Policy
- Both existing and new leaders will sign the appropriate code of conduct including the self-declaration questions annually
- All Leaders must successfully complete the Garda Vetting (ROI) process through Golf Ireland prior to commencing working with children
- All leaders will undertake training: Safeguarding 1(Basic Awareness Workshop) (ROI) or Safeguarding Children & Young People in Sport 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 cabinet that is accessible only by *Doneraile Golf Club* Children's Officer / Club Secretary
- Names of Club Children's Officer/Designated Liaison Person within *Doneraile Golf Club* will be made know to new leaders

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 will be implemente

