

SAFE RECRUITMENT PROCEDURES FOR ULSTER BRANCH TENNIS IRELAND (UBTI) 04/08

**FOR THOSE WORKING WITH CHILDREN IN EITHER A VOLUNTARY
OR PAID CAPACITY I.E. A REGULATED POSITION**

Guidance for this recruitment procedure has been taken from:

- The Code of Ethics and Good Practice for Children's Sport
- Our Duty to Care DHSSPS 2007
- Getting it Right DHSSPS 2005
- Protection of Children and Vulnerable Adults (NI) Order
- Tennis Ireland Child Protection & Good Practice Guidelines 2005
- Access NI guidance www.accessni.gov.uk

Ulster Branch of Tennis Ireland relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in Tennis would not exist. The procedures outlined below will be adopted by Ulster Branch of Tennis Ireland for its own purposes and must be followed by clubs for whom Ulster Branch of Tennis Ireland acts as an umbrella body.

Ulster Branch of Tennis Ireland will ensure good recruitment procedures by:

- **Defining the role the individual is applying for (job/role specification).**
- **Insisting that a person applying for any post of responsibility within the club complete the relevant sports application form (on UBTI website www.ulstertennis.co.uk.)**
- **Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants)**
- **Ensuring that the individual completes and signs the Access NI Disclosure Certificate Application Form which gives permission to enable Ulster Branch of Tennis Ireland to request an Access NI check (on UBTI website). Proof of identity must be provided.**
- **Setting a probationary period (6 months for staff or long term volunteers).**
- **Interviewing the individual either formally or informally by two designated members (positions to be identified by the sport).**
 - **Assessing the individual's experience of working with children or young people and knowledge of safeguarding issues.**
 - **Assessing their commitment to promoting good practice.**
 - **Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.**
- **Ensuring that the Management committee ratifies appointments.**

Information from AccessNI will be scrutinised in the first instance by the Case Management Panel appointed by Ulster Branch of Tennis Ireland. The panel will decide whether a disclosure is relevant or contrary to Ulster Branch of Tennis Ireland standards.

For further detailed information on Access NI please visit www.ulstertennis.co.uk