

# SAFER RECRUITMENT POLICY



Mountaineering Ireland Version Control			
Version	Author	Date	Amendments
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**NGB:** Mountaineering Ireland

**Club:**

## Introduction

Safe recruitment is the first step to safeguarding and promoting the welfare of children in Sport. Mountaineering Ireland and its affiliated clubs are committed to safeguarding and promoting the welfare of all children and vulnerable adults in their care. All staff and volunteers are expected to share in this commitment.

The aim of the Safer Recruitment policy is to help deter, reject, or identify people who might abuse children, young people, vulnerable adults, and other participants in our Sport or who are otherwise unsuited to working with them, by having appropriate procedures for appointing volunteers and staff.

Mountaineering Ireland and (*insert club name*) will take all reasonable steps to ensure that only suitable people are recruited to work with children, young people, and vulnerable persons by adopting and consistently applying a safe and clearly defined method of recruiting volunteers and staff.

The same procedures should be adopted whether staff/volunteers are paid or unpaid, full, or part-time.

## Best Practice in the Recruitment and Management of Employees and Volunteers

Best practice in the recruitment and management of employees and volunteers include:

- ✚ A clear definition of the role.
- ✚ Providing information relevant to the post.
- ✚ Seeking information from the applicant.
- ✚ Access to vetting in the relevant jurisdiction.
- ✚ Taking up of references.

- ✚ Good HR practices in interviewing.
- ✚ Induction.
- ✚ Training.
- ✚ Probation period.
- ✚ On-going supervision and Management.
- ✚ Onboarding.

Mountaineering Irelands has procedures covering the **5 steps of Safer Recruitment**:

- 1. Preparation:** Plan and prepare a process to deter unsuitable persons.
- 2. Recruitment and selection:** Selecting the right people.
- 3. Choosing wisely:** Conducting an effective interview and selection process.
- 4. Thorough checks:** Garda Vetting/Access NI and risk assessment.
- 5. Remaining vigilant:** Safeguarding training and the supervision and support for employees and volunteers.

**In developing our recruitment and selection procedures we include:**

**Job Role/Job Descriptions** for each employee and volunteer positions. A job/Role description describes the full range of tasks, duties and responsibilities of the role and helps everyone to understand the extent and nature of the role. See **Mountaineering Irelands Safeguarding Roles and Responsibilities Policy** for more information.

**Person Specification** describes the type of skills, experience, qualifications, and attributes required for the role, for example, effective communication with children, behaviours, and values.

**Advertisements** for employee/volunteer roles. We aim to circulate as widely as possible any roles available.

**Applications forms** are required to be completed by all applicants. Mountaineering Irelands standard application form templates are used throughout the vetting process, appendices 1 and 2.

**Self-declaration form** allows individuals to self-declare any relevant information in relation to their suitability to work with children, young people, and vulnerable adults. See Appendix 1 for Republic of Ireland and Appendix 3 for Northern Ireland.

**References** will also be sought using a Proforma – a structured reference form. Contact details for two referees, who are not family members or relatives, will be requested for preferred applicants. All references should be provided in writing and then followed up either by phone or in person. Referees will be asked specific questions regarding the suitability of the preferred applicant and their history and suitability of working with children, young people, and vulnerable adults. References will be kept on files as part of the record of the recruitment process.

**The responsibility for seeking references is through Mountaineering Ireland for all applicants through its Vetting/Recruitment procedures.**

**Vetting** procedures are applied to all prospective candidates. Candidates consent to undergo Garda/Access NI Vetting in accordance with the legal requirements in the relevant jurisdiction and **Mountaineering Irelands Vetting policy and procedures**. Vetting is only one small part of safer recruitment, providing legal eligibility. Mountaineering Ireland, through a safer recruitment process, decides who is and is not in Regulated Activity, working and/or volunteering on a regular and consistent basis with children, young people and/or vulnerable adults or otherwise eligible (in line with guidance).

**Interviews** ensure employees/volunteers are assessed for suitability and Mountaineering Irelands/The Clubs' representatives will help to get a sense of the candidates' attitudes, values, knowledge, and skills, in particular their commitment to welfare and safeguarding children, young people, and vulnerable adults. A marking system is also in place so that all appointments can be justified, and the process is fair and transparent. This also assists in providing feedback to candidates.

**Requesting Identification** from all applicants which verifies their identity, name, and date of birth to the standard required by the vetting legislation in the relevant jurisdiction. Identification is verified and signed by a 'Responsible Person' as outlined in **Mountaineering Irelands Vetting policy and procedures**.

**Probation Periods** are usually set to 6 months, although the length of time will vary depending on the nature of the post. The post holder's performance against the job description is reviewed at this time.

**Risk Assessment of Information** is a process that is aimed at assessing an individual's suitability to work with children and young people following any information returned through vetting. It is carried out, when necessary, through Mountaineering Ireland's Case Management Group. The Risk Assessment Model utilised by Mountaineering Ireland considers key features of offence(s) returned through vetting to include but no limited to:

Offence characteristics	Victim(s) characteristics	Intention and motive	Role in the offence
Location, context, and time	Gain to offender	Alcohol/drugs	Previous background/circumstances

**Safeguarding Training** is mandatory by law and enables those who come into contact with vulnerable groups to identify the signs of abuse and know what to do about it. **Mountaineering Ireland's Safeguarding Training policy** outlines who require safeguarding training and how to complete it.

**Induction** for new employees/volunteers on the organisations/club's policies and procedures, in particular in relation to safeguarding vulnerable groups. Induction allows post holders to become familiar with their responsibilities.

**Onboarding** enables new employees and volunteers to learn about Mountaineering Ireland's/the Club's organisational structure, culture, vision, mission, ethos, and values.

**Support and Supervision** helps maintain best practice and safeguards those availing of our service. All employees and volunteers should have regular reviews of their practice to ensure that they improve over time. Annual appraisals allow for recognition of good work and the development of further skills. Support and Supervision provides regular, structured opportunities to discuss work, review practice, progress, and plan for the future.



**Appendix 1: ROI Standard Recruitment Form  
Template (Safeguarding)**

Personal Details	
Full Name	
Previous Name	
Date of Birth	
Current Address	
Phone	
Email Address	
Occupation	
ROLE(S) for appointment with Mountaineering Ireland	Youth Coach <input type="checkbox"/> Club Children's Officer <input type="checkbox"/> Child supervisor/Chaperone <input type="checkbox"/> Award/Training Provider <input type="checkbox"/> Other <input type="checkbox"/> Please specify:
Have you completed Safeguarding Training?	Yes <input type="checkbox"/> No <input type="checkbox"/> (This training is mandatory by Law)

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If yes, Please state approximate date	____/____/____
Do you agree to abide by the Codes of conduct for Sport in Mountaineering Ireland	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b><i>Please supply the name, address, and telephone of two people who we can contact and who, from personal knowledge, are willing to endorse your application.</i></b>	
1. Name:	2. Name:
Address:	Address:
Tel No:	Tel No:
Position/Occupation:	Position/Occupation:
Please give outline why you wish to become a volunteer with Mountaineering Ireland:	
Please give details of any relevant training/any previous experience/ involvement in youth activity and/or clubs:	
Do you have any illness, disability or medical condition which may at times effect your ability to work with children and young people? If so, please give details if you wish:	

## Declarations

Have you ever been asked to leave a sporting/youth organisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any convictions/cautions which would prevent you from working with children/young people and/or vulnerable persons <b>OR</b> are the subject of an investigation alleging that you were the perpetrator of adult or child abuse?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide any other information you feel may be of relevance on the above.		
Have you ever been known to any Social Services department as being a risk or potential risk to children.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide any other information you feel may be of relevance on the above.		
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please provide any other information you feel may be of relevance on above.		

## Confirmation of Declarations

I agree that the information provided here may be processed in connection with my volunteer role. I understand that any role may be withdrawn, or dismissal may result if information is not disclosed by me and subsequently comes to the attention of Mountaineering Ireland.	Yes <input type="checkbox"/>
I agree to inform Mountaineering Ireland within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people and/or vulnerable persons.	Yes <input type="checkbox"/>
I understand that the information contained on this form and information supplied by third parties may be supplied by Mountaineering Ireland to other persons or organisations where this is considered necessary to safeguard other children, young people and/or vulnerable persons.	Yes <input type="checkbox"/>
<b><i>I declare that any answers are complete and correct to the best of my knowledge and I will inform Mountaineering Ireland of any future convictions or charges.</i></b>	
<b>Signed:</b>	<b>Date</b>
<b>Print Name:</b>	____/____/____



For Official Use Only	
Applicant Name:	
Date application received:	
Interview by:	1.  2.
Reference 1 received and satisfactory:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Reference 2 received and satisfactory:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vetting check completed and returned (if appropriate)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Safeguarding Training completed:  (Or to be done?)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Code of Conduct signed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	
Proof of applicant's identification and received?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Identification type:	
Recommendation: (with reasons)	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**Position in Mountaineering Ireland:** \_\_\_\_\_



## Appendix 2: NI Recruitment Application Form Template

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

Position applied for: \_\_\_\_\_

Full Name: \_\_\_\_\_ Membership No: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Telephone No. (s): \_\_\_\_\_

List previous experience/involvement in this or any other club/organisation. Include experience of working with children, young people, or vulnerable persons in a voluntary or professional capacity: \_\_\_\_\_

Do you have sporting/NGB Qualifications (e.g., specific requirements for the role and/or other relevant qualifications?: \_\_\_\_\_

Do you agree to abide by Mountaineering Irelands Safeguarding Framework, policies, and procedures? Yes  No

Do you agree to abide by Mountaineering Irelands Rules and all requirements relevant to your position? Yes  No

Have you ever been asked to leave a sporting organisation/club? Yes  No

(If you have answered yes, we will contact you in confidence)

\*Are you willing to undertake training and checks/self-declaration required for the role? Yes  No

Is there any reason you cannot work in a Regulated Activity or position? Yes  No

### References:

Please supply the name and address of two people who we can contact and who, from personal knowledge, are willing to endorse your application. One of these names should be, where possible, the name of an administrator / leader in your last club / place of involvement:

**Name and Address of Referee 1:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name and Address of Referee 2:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*The position requires:

- ✚ A successful vetting application through the National Vetting Bureau and/or Access NI as required; completion of the code of conduct; safeguarding training according to the position; other training according to the position.

Or

- ✚ Signed Self-Declaration



## Appendix 3: NI Self-declaration and disclosure form template

for regulated activity roles eligible for a DBS, that involve contact with children (under 18 years old)<sup>i</sup>

**Private and confidential**

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Employee or volunteer information				
Name				
Address				
Contact number(s)				
Date of birth				
Gender	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>

**Note:** As the position you have applied for involves work with children and young people it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When answering questions 1 to 4 you must declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended). This includes UK, overseas and armed forces convictions, cautions and relevant service discipline convictions where it would be considered an equivalent offence in England and Wales.

Free, confidential advice can be sought from the organisations below to help you understand whether to disclose certain criminal record information:

Nacro – Tel: 0300 123 1999, or email: [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk)

Unlock – Tel: 01634 247350, email [advice@unlock.org.uk](mailto:advice@unlock.org.uk) or complete the online form on the Unlock website.

Declaration of individual		
1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	No <input type="checkbox"/>	Yes – please provide further information <input type="checkbox"/>

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<p>2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>3. Have you been formally charged with any other offence in any country which has not yet been disposed of?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>4. Are you currently subject to any criminal investigations or pending prosecutions by the police in any country which may have a bearing on your suitability for this position?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>5. Have you ever been known to any Children’s Services department or the police as being a risk or potential risk to children?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>6. Have you been the subject of any formal action, disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>7. Have you ever been dismissed for misconduct from any employment, volunteering, or other position previously held by you, in circumstances which may have bearing on your suitability for this position?</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>
<p>8. Are you currently subject to any fitness to practise investigations or proceedings by a regulatory, governing, or licensing body in any</p>	<p>No <input type="checkbox"/></p>	<p>Yes – please provide further information <input type="checkbox"/></p>

country, which may have bearing on your suitability for this position?		
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<b>Confirmation of declaration</b>	
Please tick the boxes below and then sign this form.	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures, if required I agree to provide a valid DBS certificate* and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check* and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
Signature	x
Print name	
Today's date	

<sup>i</sup> [This form can be adapted to include individuals working with vulnerable adults]