



## Volunteer Recruitment Policy

This policy has been drafted & agreed by the Club Executive of Bearn na Forbacha Aontaithe to set out the requirements & process for selection and recruitment of volunteers at Bearn na Forbacha Aontaithe. It also outlines the role and responsibilities of club volunteers and the Executive in ensuring adherence to club and statutory child welfare & safeguarding standards in sport.

This policy is subject to annual review and may be updated at any juncture between each review in accordance with revisions in safeguarding legislation and best practice guidance.

At Bearn na Forbacha Aontaithe our club is founded on the following guiding principles :

- ***Chun barr feabhais a chothú/ In pursuit of excellence***
- ***Ní neart go cur le chéile/ There's no strength without unity***
- ***Give respect, get respect***

Our club has grown from strength to strength since inception in 1996. We now have over 500 members drawn from the parishes of Bearn, Na Forbacha, An Spidéal, Indreabhán, Maigh Cuilinn and their environs. 68% of our membership is male, 32% is female. We are a Gaeltacht community-based club that has the Irish language and culture at its core.

Our growth is testament to the positive contribution of our volunteers who have advanced our club with their generosity of spirit & their time and commitment to the club & it's stakeholders. The contribution of both players and volunteers cannot be underestimated. We recognise our volunteers & our players are our most valuable assets, central to our club's success & development. We seek to foster a culture of positive volunteerism across our club founded on collective values of integrity, and mutual respect to all club stakeholders across all roles, genders, backgrounds and abilities.

We ask our volunteers new and old to partner with us in upholding these shared values.



## Volunteer Recruitment Policy

### Who are our volunteers :

Our volunteers\* can be split into three categories :

- **Club Executive Volunteers** : These volunteers comprise our Chairperson, Secretary, Treasurer, Directors & other Officers elected annually at the Club AGM. These parties meet regularly to plan and set strategic & operational goals relating to the administration of the club. Their responsibilities extend inter alia, to club policy making, facilities management, coach appointments, financial reporting, fundraising and child welfare. All members of the Club Executive are required to comply in full with the safeguarding requirements cited on page 3 of this document.
- **Club Coaches** : This is our largest cohort of volunteers. These volunteers coach our players from underage academy level through to our adult team. Their responsibilities pertain to delivering training sessions, organising matches, communicating with players and their guardians and accompanying players to matches and tournaments. They represent our club in the community. All Club Coaches are required to comply in full with the safeguarding requirements cited on page 3 of this document.
- **Other volunteers** : This category relates to non-Executive volunteers who provide valuable administrative support to our club in a voluntary capacity such as through club promotions including but not limited to maintaining the club website, social media platforms & developing fundraising initiatives. Any volunteers in this category who interact with underage club players or vulnerable persons either in person or through any social or media contact whatsoever are required to comply in full with the safeguarding requirements cited on page 3 of this document. All volunteers in this category are requested to register with the child welfare team who shall advise as to the applicable safeguarding requirements.

***\*See Appendix 1 for full details of volunteers role & responsibilities.***



## **Volunteer Recruitment Policy**

### **Safeguarding Legislation & Club Safeguarding Policy :**

As an affiliate club of the FAI, Bearn na Forbacha Aontaithe is committed to ensuring that Children, Young Persons and Vulnerable Persons can participate in all football activities in a safe environment. Football provides an excellent opportunity to learn new skills, become more confident and maximise potential as members of teams and as individuals. Participation in football should be fun, enjoyable and provide a platform to learn and develop life skills, make new friends and enhance personal growth. The safety and welfare of all is paramount.

The Children First Act 2015 provides a statutory framework for all, supporting Children and Young People, ensuring that they are kept safe and their welfare maintained to a high standard whilst participating within the services we provide. Additionally, the Children First National Guidance for the Protection and Welfare of Children 2017, provides great guidance when introducing measures to fulfil the statutory obligations of the Children First Act 2015.

We acknowledge the significant role of our volunteers in providing an enjoyable and safe environment in which Children and Vulnerable Persons can play, learn and thrive within football. Our volunteers' efforts are valued and appreciated and the full adoption and application of this Policy by everyone in our club will help ensure the promotion of happy, healthy and successful experiences for all.

The following legislation/guidance documents underpin our recruitment protocols and requirements :

- Children First Act 2015
- UN Convention on the Rights of the Child (ratified in 1992 by Ireland)
- FAI rules & Child Welfare & Safeguarding Policy
- Sport Ireland 'Governance Code For Sport'

**All Volunteers with Bearn na Forbacha are required to comply in full with the following requirements ( Ref. Page 2 of this document for volunteer details) :**

- 1. Be Garda Vetted through the FAI to volunteer with our club (see Appendix 2)**
- 2. Attend an informal screening meeting with the child welfare team. This is conducted concurrently with the Garda Vetting documentation review meeting (see Appendix 2)**
- 3. Complete a Safeguarding 1 course with a sporting body under the Sports Ireland umbrella e.g. : FAI, GAA. (see Appendix 2)**
- 4. Set up a volunteer profile on the secure club volunteer platform & provide details of two referees. (see Appendix 2)**



## Volunteer Recruitment Policy

### FAQs :

- 1. I am an Executive Member with no coaching responsibilities or contact with underage players. Must I be vetted and undertake safeguarding training?**

*The FAI has advised us that it represents good governance and safeguarding practice that Executive Members should adhere to the safeguarding standards set out above. As an FAI affiliated club, the Club Executive has decided that all Executive Members must be vetted & undertake safeguarding training in accordance with good practice and must set up a profile on Complyfile. This approach is based on the fact that Executive members make key decisions regarding the administration of the club, including child welfare matters, facilities development and management, coach recruitment, delivery of training to coaches and players. As such the Executive members must demonstrate ethical leadership as they set & model the safeguarding standards expected from other volunteers.*

- 2. I am a coach who is garda vetted with another club do I have to be vetted with Bearna na Forbacha Aontaithe?**

*At this time, there is no central vetting database for volunteers across sporting clubs in Ireland. Every coach must be garda vetted through the FAI to volunteer with Bearna na Forbacha Aontaithe. Our child welfare volunteers will assist you with this process.*

- 3. I am not the main coach and do not coach every week, I only coach when the main team coach is unavailable?**

*Every coach and volunteer who assists a coach in any capacity must be garda vetted through the FAI to volunteer with Bearna na Forbacha Aontaithe. Our child welfare volunteers will assist you with this process.*

- 4. I am not a regular team coach, I only assist the main coach at matches?**

*Every coach and volunteer who assists a coach in any capacity must be garda vetted through the FAI to volunteer with Bearna na Forbacha Aontaithe. Our child welfare volunteers will assist you with this process.*



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### **5. I am Garda Vetted through the FAI with the club, why must I do Safeguarding Training?**

*The Garda Vetting Process is essentially a criminal record check. It is a look back at the volunteer's historic criminal record up to the date of the vetting check. Safeguarding Training informs volunteers of the current safeguarding legislation, child welfare best practice and statutory reporting requirements of all volunteers on an ongoing basis.*

### **6. I am a volunteer who provides administrative support to the club. I have no direct contact with players. Must I be garda vetted?**

*The Club Executive has decided that all 'administrative volunteers' who interact with underage club players or vulnerable persons either in person or through any social or media contact whatsoever are required to comply in full with the safeguarding requirements cited on page 3 of this document.. We require all volunteers who provide administrative support to the club to register with the child welfare team who shall advise & assist with any applicable safeguarding requirements..*

### **7. I am a coach who has undertaken Safeguarding Training with the GAA, must I undertake Safeguarding Training with Bearn na Forbacha Aontaithe also?**

*At time of writing, Safeguarding 1 Training is valid from 3yrs from date of course. Thereafter a Refresher course must be undertaken which is valid for 3 yrs also. It is not necessary to undertake SG1 Training once again if you have already done so with a sporting body under the Sports Ireland umbrella. You are required however to furnish your latest Safeguarding Certificate to us for club records. **\*Note : In the case of Refresher certificates, you must furnish your original SG1 certificate with the Refresher certificate.\****

### **8. I am restricted in the time I can give to the vetting and safeguarding process, how long does each process take?**

*We appreciate your time commitment to the club and our child welfare volunteers will support you to complete the vetting & safeguarding requirements in an efficient manner. The process from form completion by you, through to uploading your application to the FAI portal typically takes 30 - 40 minutes.*

*The FAI will issue a vetting link to the applicant approx 2 weeks thereafter which takes about 10 minutes to complete. Following that all being well the FAI will issue the applicant with their Garda Vetting Acceptance Letter. This process must be undertaken every 3 years. (See Appendix 2 for full process)*



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*Safeguarding 1 Courses are approx. 2 hours duration & once complete are valid for 3 years. After 3 years a Refresher course is required, Refresher courses take 1 hr 30 mins approx. to complete and can be completed through an online link. Refresher courses are valid for 3 yrs, thereafter Safeguarding 1 must be completed once more.*

### **9. I was Garda vetted & undertook Safeguarding Training with the club 3 years ago. Why must I go through the process again?**

*Garda vetting is a historic/look back at an applicant's criminal record up to the date of the vetting request. It is a current requirement of all FAI affiliated clubs that this vetting check be undertaken every 3 years. Bearna na Forbacha Aontaithe recognises this as best practice & is committed to ensuring all volunteers adhere to this requirement.*

*Safeguarding Training informs volunteers of the current safeguarding legislation, child welfare best practice and statutory reporting requirements of all volunteers on an ongoing basis. It is a current requirement of all FAI affiliated clubs that this safeguarding training be undertaken by the respective club's volunteers every 3 years. Bearna na Forbacha Aontaithe recognises this best practice & is committed to ensuring all volunteers adhere to this requirement.*

### **10. I have completed Garda Vetting & Safeguarding Training, why must I also set up a profile on the club's Complyfile database?**

*As an FAI affiliated club, Bearna na Forbacha Aontaithe must retain details of it's volunteers, their coaching, vetting & safeguarding status. To assist in managing the significant administration involved in conducting our safeguarding responsibilities, the club has invested financially in the cloud based compliance platform called Complyfile. The Complyfile platform enables each volunteer to set up a profile & store their vetting and safeguarding documents securely. This data is secure and confidential, accessible only by the volunteer & the club Administrators.*



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### **11. Who can I nominate as referees on my Complyfile profile and why must I given references for a voluntary role if I am already being Garda Vetted?**

*Please provide details of 2 referees, these parties should not be personally related to you (either through birth or marriage) and ensure you have asked for, and received, their prior permission for us to contact them by email/phone, and that they're willing to act as a character reference for you.*

*The FAI advises that garda vetting is not a substitute for safe recruitment but provides another element in determining a person's suitability to work with children. The FAI recommends that Affiliated Members do not solely rely upon vetting checks but should also seek to determine an individual's suitability for a position through normal recruitment processes including interviews and reference checks.*





## **Volunteer Recruitment Policy**

### **APPENDIX 1 :**

#### **CLUB & VOLUNTEER ROLE & RESPONSIBILITIES :**

It is most important that the Club Executive and volunteers are aware of their responsibilities to each other :

#### **The Club's responsibilities to its volunteers are as follows :**

The Club Executive & delegate coaches shall :

- Inform volunteers about the club, its ethos, policies, and procedures.
- Advise the applicant volunteer of the role requirements, tasks, time commitment required & supports/resources available to them.
- Welcome new volunteers through an induction process covering : presenting equipment & related storage facilities, introduction to other coaches and advising of access times to facilities.
- Treat volunteers & players with respect.
- Endeavour to assign a suitable role for the volunteer that matches their skillset
- Provide ongoing training opportunities to develop coaching skills
- Provide an outline role description.
- Encourage feedback from volunteers.
- Provide recognition through expressions of appreciation.
- Share best practice guidance and direction.
- Volunteer retention is of high importance to the club. The Club Executive shall engage in regular communication with volunteers to ensure they are enjoying the challenge and to ascertain any areas of difficulty & supports that may be required.





## **Volunteer Recruitment Policy**

### **APPENDIX 1 :**

### **CLUB & VOLUNTEER ROLE & RESPONSIBILITIES :**

#### **The volunteer's responsibilities to the club are :**

- Respecting and adhering to club policies and procedures
- Treating volunteers & players with equal respect.
- Reporting any child welfare matters to the Club's Designated Liaison person.
- Being prompt and reliable in reporting for scheduled tasks, training, or games.
- Keeping note of the hours they have committed to the club.
- Notifying the relevant person(s) as early as possible if they are unable to work as scheduled.
- Attending induction and training sessions that have been organized by the club.
- Being considerate and working as a member of the team.
- Carrying out assignments in good spirit and seeking assistance where necessary.
- Accepting the right of the club to dismiss any volunteer for poor performance/attendance.
- Declining tasks, that are not acceptable to them.
- Maintaining an open mind about other people's standards and values.
- Communicating personal limitations such as time constraints and transportation needs.
- Providing feedback, suggestions, and recommendations to the relevant committee.
- Giving notice if they cannot continue in their volunteer position.



## Volunteer Recruitment Policy

### APPENDIX 2 :

#### OUTLINE OF GARDA VETTING, SAFEGUARDING & COMPLYFILE PROCESSES :

##### Garda Vetting Process :

- To be garda vetted to volunteer with our club, the volunteer must complete the requisite forms & furnish supporting documentation to our child welfare team.
- Currently, forms NVB1 & FAI Garda Vetting Invitation Forms must be completed by parties over 18. **Under 18s must complete these forms and submit an additional Parent/Guardian consent form.** These forms can be obtained from the Governance section of our club website or by contacting the child welfare team directly.
- The applicant is required to return completed forms together with two acceptable forms of ID (from the permitted list cited on the forms e.g. : passport & driving licence) & up to date evidence of address. Completed Forms & supporting documents must be emailed back to the club child welfare officer for review.
- The child welfare officer will review the documentation and meet with the applicant volunteer to verify original documents.
- During this meeting, the club child welfare officers will discuss the volunteer's motivation for volunteering with the club, their experience to date and areas they would like to develop going forward.
- Once satisfied, the child welfare officer will sign the documentation and return them to the applicant with instructions for uploading to the FAI digital application portal.
- Approx. 2 weeks after application submission, the applicant will be issued with an email vetting link **from the FAI** and a request to submit details of addresses from birth, including related eircodes. Applicants are reminded to monitor their inbox, spam and junk folders for receipt of this link.  
**\*The FAI link has an expiry date, the vetting link must be completed as soon as possible upon receipt\***
- The FAI will communicate with the applicant only, therefore the applicant is requested to update the club's child welfare team on the progressing of their application.
- All being well, the FAI will in turn issue a Garda Vetting Acceptance Letter to the applicant approx. 2 weeks after addresses have been submitted.
- The applicant volunteer must furnish their Garda Vetting Acceptance Letter to the club Child Welfare Officer for review & upload to Complyfile.
- The club Child Welfare Officer will note the applicants Vetting Reference Number and Expiry date.
- At this time, Garda Vetting Acceptance Letters are valid for 3 years from date of issue. A new vetting request must be completed thereafter.



## Volunteer Recruitment Policy

### APPENDIX 2 :

#### OUTLINE OF GARDA VETTING, SAFEGUARDING & COMPLYFILE PROCESSES :

##### Safeguarding Courses :

- Safeguarding 1 courses are required to be completed by all volunteers with Sports Ireland affiliated clubs. Courses are delivered by various organisations such as : FAI, GAA, Galway Sports Partnership.
- **Volunteers who are under 18 are required to submit a Parental Consent form to the course provider in advance of attendance at such courses.** This form can be obtained from the Governance section of the club website or by contacting the club's child welfare officer.
- Course duration is approx. 2 hours
- The club will reimburse course fee (approx. €10)
- Upon course completion the applicant will receive a Safeguarding Certificate featuring a unique safeguarding number. This certificate must be furnished to the club child welfare officer for noting and upload to Complyfile.
- **Bearn na Forbacha Aontaithe will accept safeguarding certificates that are in date & have been issued by any sporting body under the Sports Ireland umbrella.**
- Safeguarding training must be undertaken every 3 years. Safeguarding 1 certificates are valid for 3 yrs from course date. Thereafter the volunteer must complete Refresher Safeguarding Training, which is valid for a further 3 years. Following 3 yrs from Refresher course attendance, the volunteer must complete Safeguarding 1 once more.
- Note : Refresher Safeguarding course certificates must be accompanied by an original Safeguarding 1 certificate to be considered valid.

##### Complyfile profile :

- Complyfile is a secure cloud based platform used by the club to maintain volunteer records,
- To set up a profile the volunteer must contact the child welfare team detailing which email address they wish to assign to their profile.
- Child welfare will then issue an email invitation to the applicant. The invitation is system generated showing [donotreply@complyfile.com](mailto:donotreply@complyfile.com) as the sender. **It is important to check inbox, spam and junk folders for receipt of same.**
- Upon receipt applicant must click on link and follow prompts to set up their profile. This should take 5 minutes.
- Applicants will be required to submit details of two referees as part of this process.
- The club will independently contact these named referees for a character reference for the volunteer. **The volunteer does not need to ask their referee to provide a written reference in advance, the club child welfare team will contact them directly for same.**



## Volunteer Recruitment Policy

This policy was ratified by club Executive Members on 13<sup>th</sup> May 2021

Agreed & signed by Aengus Byrne on 13<sup>th</sup> May 2021  
Aengus Byrne, Chairperson

for and on behalf of the Club Executive of Bearn na Forbacha Aontaithe