



SAFE RECRUITMENT PROCEDURES FOR IRISH WOMEN'S BOWLING ASSOCIATION (IWBA)

Bowling relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate would not exist. The procedures outlined below will be adopted by Irish Women's Bowling Association (IWBA).

IWBA will ensure good recruitment procedures by:

- Defining the volunteer role the individual is applying for.
- Insisting that a person applying for any post of responsibility within the IWBA complete the relevant sports application form (available to download from website).
- Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants).
- Ensuring that the individual working with children completes and signs the Access NI Disclosure Certificate Application Form, that gives permission to enable IWBA to request an Access NI check (proof of identity MUST be provided).
- Setting a probationary period (six months for staff or long-term volunteers).
- Interview/meet the individual either formally or informally. Have two designated members (positions to be identified by the IWBA) doing this to enable you to:
 - Assess the individual's experience of working with children or young people and knowledge of safeguarding issues.
 - Assess their commitment to promoting good practice.
 - Assess their ability to communicate with children and young people (ie. 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 eg. are they authoritarian or too relaxed in their approach.
 - Ensuring that the IWBA Council ratifies appointments.

Information from Access NI will be received by the individual and the governing body. It will be scrutinised in the first instance by the IWBA Council. The Council will decide whether a disclosure is relevant or contrary to IWBA standards.

For further detailed information on Access NI please visit www.accessni.gov.uk

VOLUNTEER APPLICATION FORM FOR THOSE IN REGULATED POSITIONS

Section 1

All information received in this form will be treated confidentially

Name		
Address		
Date of Birth		
Telephone No.		Mobile No.
Previous work experience and relevant qualifications		
Have you previously been involved in voluntary work? If yes, please give details	Yes	No
Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?		
Do you agree to abide by the Irish Women's Bowling Association Code of Conduct	Yes	No
Have you completed Safeguarding Awareness Training? (Not Essential) If Yes Organised by	Yes	No
When		
Do you agree to undergo specific training for the role of	Yes	No
Have you ever been asked to leave a sporting organisation in the past? (if you have answered yes we will contact you in confidence)	Yes	No
Any other relevant information?		

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:	Name:
Address:	Address:
Telephone:	Telephone:
Designation:	Designation:

Section 2

DISCLOSURE OF CRIMINAL CONVICTIONS FOR ELIGIBLE POSITIONS

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young athletes to sign the declaration and return it marked confidential to:

Should you require further information, please contact **IWBA Designated Safeguarding Officer - Bronagh McKee, T: 07597147327**

NAME OF APPLICANT _____

HOME ADDRESS _____

CONTACT TELEPHONE NUMBER _____

CLUB/ORGANISATION _____

Please read this information carefully

Statement of Non-Discrimination

The **Irish Women's Bowling Association (IWBA)** is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the criteria for the role, the nature of the offence and the responsibility for the care of existing clients/volunteers and employees.

Advice to Applicants

You have applied for a role which falls within the definition of an 'excepted' position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore ALL convictions including SPENT convictions MUST be disclosed. The disclosure of a criminal record or other information will not debar you from completing the course successfully unless the

IWBA considers that the conviction renders you unsuitable. In making this decision the IWBA will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure check. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the 'excepted' nature of the role.

Please complete this form as accurately as possible, place it in an envelope marked 'Confidential' and return it to the IWBA. An arrangement will be made with you to discuss any clarification if required. The IWBA Designated Safeguarding Children Officer can be contacted on 07597147327 should you wish to speak with them regarding your disclosure.

Thank you for your co-operation.

Have you ever been convicted of a criminal offence, been the subject of a caution, been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s), date prevented from working in this area or allegations.

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence/incident
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

Please continue on a separate page if necessary.

(If you require further information on what information to disclose please contact NIACRO Helpline Tel: 02890.320157)

Declaration

I declare that any answers are complete and correct to the best of my knowledge and I will inform the IWBA Designated Safeguarding Children Officer of any future convictions or charges relevant to my role. I give my consent for an Access NI Enhanced check to take place and for this information to be shared where appropriate as part of the IWBA Risk Assessment process.

Signature

Date

Print Name

FOR OFFICIAL USE ONLY	
Applicant Name	
Date application received	
Date of interview	
Interviewed by:	1. 2.
References received and are satisfactory	<input type="checkbox"/> Yes <input type="checkbox"/> No
Access NI check completed and returned (if appropriate)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments	
Proof of applicants identification received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recommendation <input type="checkbox"/> Approve <input type="checkbox"/> Not approved	Reasons

Signature **Date**

Print Name **Position in Organisation**

CONFIDENTIAL

The following person _____ has expressed an interest in working for the IWBA.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you know this person? _____

2. In what capacity? _____

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following - please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					
This post involves substantial access to children/young people and vulnerable persons. As an organisation committed to the welfare and protection of children and vulnerable adults, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children, young people and vulnerable adults.				<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you have answered **YES** we will contact you in confidence.

Signed _____

Date _____

Print Name _____

Position _____

Organisation _____