

TIFAM Safe Recruitment, Garda Vetting and Volunteer Management Procedure

1 Purpose

TIFAM selects coaches, officers and volunteers through a fair process suited to the duties of each role.

Safe recruitment protects:

- children;
- adults at risk;
- participants;
- volunteers;
- the organisation.

Garda vetting forms one part of recruitment. References, role clarity, training and supervision carry equal importance.

2 Scope

This procedure applies to:

- coaches and instructors;
- Children's Officers;
- safeguarding personnel;
- team managers;
- tutors and assessors;
- referees and officials;
- event volunteers;
- persons transporting or supervising children;
- contractors carrying out relevant work;
- other roles identified through a safeguarding assessment.

3 Role assessment

Before recruitment begins, TIFAM shall define:

- purpose of the role;

- main duties;
- reporting line;
- required knowledge;
- required qualifications;
- contact with children or adults at risk;
- access to money, records, equipment or facilities;
- training requirements;
- vetting requirements;
- expected term;
- review period.

A role involving relevant work with children or vulnerable persons requires Garda vetting before duties begin.

4 Recruitment information

Applicants should receive:

- a clear role description;
- expected time commitment;
- required qualifications;
- safeguarding responsibilities;
- reporting arrangements;
- Code of Conduct;
- information about checks;
- training requirements;
- supervision arrangements.

5 Application

An applicant should provide:

- full name and contact details;
- relevant experience;
- qualifications;
- previous work or volunteering;

- references;
- identity information;
- information required for Garda vetting;
- declaration of relevant restrictions or conflicts.

Materially false information may lead to withdrawal of an offer or disciplinary referral.

6 Identity and qualification checks

TIFAM shall check the applicant's identity before appointment.

Qualifications required for the role should be confirmed where practical.

A person shall work only within the limits of their knowledge, experience and appointment.

7 References

At least two suitable references should be sought for regular child-related roles.

One reference should relate to recent work, volunteering, coaching or another position of responsibility where possible.

References should address:

- reliability;
- suitability;
- conduct around children where relevant;
- strengths;
- areas requiring support;
- any known reason affecting appointment.

Family members should ordinarily be avoided as referees.

8 Garda vetting

TIFAM shall process Garda vetting through an authorised route.

A person requiring vetting shall:

- provide accurate identity information;
- complete required forms;
- cooperate with clarification requests;
- inform TIFAM of a material change affecting suitability.

Relevant duties begin only after TIFAM receives and considers the vetting disclosure.

A disclosure obtained by another organisation does not automatically satisfy TIFAM's responsibilities.

9 Overseas checks

Where an applicant has lived outside Ireland for a material period, TIFAM may request police clearance or an equivalent document.

Where such a document is unavailable, TIFAM shall record an alternative assessment using:

- references;
- work history;
- supervision;
- additional checks;
- other relevant information.

10 Considering disclosed information

A conviction or disclosed matter does not automatically prevent appointment.

TIFAM shall consider:

- relevance to the role;
- seriousness;
- time passed;
- pattern of behaviour;
- age at the time;
- evidence of rehabilitation;
- access created by the role;
- safeguarding implications;
- safety implications;
- information supplied by the applicant.

A small group free from conflicts should make sensitive decisions.

11 Suitability discussion

A suitability discussion should be held for regular, senior or child-related roles.

Topics may include:

- understanding of the role;

- safe boundaries;
- response to safeguarding concerns;
- handling conflict;
- experience of supervision;
- commitment to TIFAM values;
- availability for training.

Two TIFAM representatives should take part where practical.

12 Appointment

An appointment should state:

- role title;
- reporting line;
- start date;
- term or review date;
- duties;
- conditions;
- required training;
- supervision;
- limitations upon authority.

13 Induction

Each volunteer shall receive information suited to the role.

Induction may cover:

- TIFAM structure;
- Code of Conduct;
- Safety Policy;
- Safeguarding Policy;
- reporting procedures;
- emergency arrangements;
- confidentiality;
- data protection;

- conflicts of interest;
- technical rules;
- person responsible for support.

14 Safeguarding training

Persons working with children shall complete the safeguarding training required for their role.

A person missing required training may have duties restricted until the requirement is met.

15 Initial supervision

New volunteers should receive support and observation.

Supervision may involve:

- working beside an experienced person;
- review after early sessions;
- practical feedback;
- clarification of boundaries;
- further training;
- confirmation that the role remains suitable.

16 Ongoing management

TIFAM shall support volunteers through:

- clear communication;
- suitable workloads;
- access to policies;
- continuing education;
- periodic role review;
- recognition of contribution;
- prompt response to concerns.

17 Re-vetting and renewed checks

TIFAM shall renew vetting at intervals established through its safeguarding arrangements.

Renewed checks may also arise where:

- the role changes materially;
- new information arises;

- responsibilities increase;
- a safeguarding assessment requires review.

A person shall inform TIFAM of a legal restriction, investigation or other material circumstance affecting suitability.

18 Concerns arising during service

A safety, conduct or safeguarding concern involving a volunteer shall pass through the relevant TIFAM procedure.

A temporary restriction may be introduced where protection of participants requires it.

Such action carries no finding of misconduct.

Suspected child abuse passes to the Designated Liaison Person and statutory authorities.

19 Ending or changing a role

A role may end through:

- expiry of term;
- resignation;
- change in organisational need;
- inability to meet role requirements;
- transfer;
- disciplinary sanction;
- safeguarding restriction.

TIFAM shall recover:

- records;
- keys;
- equipment;
- system access;
- identification;
- confidential material.

Confidentiality continues after departure.

20 Records

Recruitment and vetting records shall remain secure.

TIFAM shall record:

- application;
- role;
- checks completed;
- appointment decision;
- training;
- review dates;
- restrictions or conditions.

Access shall be limited to authorised persons.

21 Review

TIFAM shall review this procedure regularly and following a serious recruitment or safeguarding concern.