

Recruitment Checklist

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Recruiting individuals for positions is good practice, helps to identify roles and responsibilities and provides a better support structure for people. This checklist helps identify the steps in the recruitment process. The following positions should be recruited, there may be others depending on activities provided:

- Club Children's Officer
- Committee member
- Tutor, Coach or Teacher
- Team Manager
- Official (except timekeeper)

These are examples of regulated positions where the relevant work or activity has responsibility for, access to or a decision making capacity that impacts on young people.

New Members seeking positions

The following must be completed by Swim Ireland, the region or club for each person taking up a position:

- Job description for role, detailing responsibilities
- Application form completed
- Successful interview/meeting
- References checked and recorded
- Successful vetting outcome recorded on the membership system
- Attended relevant safeguarding training for position (Swim Ireland approved)
- Requirements specific to position checked, e.g. qualifications, licensing, training etc.
- Appointment ratified by committee/AGM and recorded in minutes
- Sign code of conduct (either the Leaders or Coaches/Teachers code including the self-declaration)
- Induction training completed
- Supervision in place for trial period
- Final sign off by Club/Regional Committee
- On-going support and training development

Information relating to recruited members is confidential and should be stored safely by the Club/Regional committee.

All Members in positions

Members must:

- Sign code of conduct (either the Leaders or Coaches/Teachers code including the self-declaration)
- Attended relevant safeguarding training for position (Swim Ireland approved)
- Successful vetting outcome recorded on the membership system
- Requirements specific to position, e.g. qualifications, licensing, up-skill training etc.
- Have a plan for on-going support and training relevant to position

Contractors/Service providers

Contractors or service providers working outside of any specific service level agreement with Swim Ireland must:

- Sign Self-Declaration Disclosure Form and give to appointed person
- Be qualified for the appointed position e.g. qualified strength and conditioning coach or medically qualified doctor etc.
- Be recorded if role is Mandated Person; this record should be kept by the CO
- Be aware of Swim Ireland Safeguarding Policies and know who to report to in case of any issue or concern.

