

## SAFE RECRUITMENT PROCEDURES FOR NIJJA



### Guidance for this recruitment procedure has been taken from:

- The Code of Ethics and Good Practice for Children's Sport
- Our Duty to Care DHSSPS 2012
- Getting it Right DHSSPS 2012
- Safeguarding Vulnerable Groups (NI) Order 2007
- Protection of Freedoms Act 2012
- Access NI guidance [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)

***NIJJA relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in ju-jitsu would not exist. The procedures outlined below will be adopted by NIJJA for our own purposes and must be followed by clubs/organisations for whom NIJJA acts as a governing body.***

**We** will ensure good recruitment procedures by:

- Defining the role the individual is applying for
- Insisting that a person applying for any regulated activity post within the club complete this application form
- Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants)
- Ensuring that the individual completes the Access NI Disclosure Certificate Application process 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 (of Senior Technical Officer grade) 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 (i.e. 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 e.g. are they authoritarian or too relaxed in their approach.
- Ensuring that the Management committee ratifies appointments.

Information from Access NI will be scrutinised in the first instance by the Case Management Panel appointed by NIJJA. The panel will decide whether a disclosure is relevant or contrary to NIJJA standards, clubs will be advised of decision. For further detailed information on Access NI please visit [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)

# NIJJA VOLUNTEER APPLICATION FORM FOR THOSE IN REGULATED POSITIONS

## Section 1

All information received in this form will be treated confidentially

CLUB:.....

POSITION: .....



### PERSONAL DETAILS:

Forname(s):	Surname:	Mr/Mrs/Miss/Ms	Date of Birth
Address:		Telephone Number:	
		E-Mail address:	
		Mobile Number:	

Current occupation/role within club:

### RELEVANT QUALIFICATIONS:

Highest Relevant National Governing Body Award:	Award:	Date
Have you attended any of the following courses?		
Course Type	Name of Course	Date of course
Safeguarding children and young people in sport		
Coaching young People/Children		
Coaching People with a disability		
Equity in your coaching		
Other courses or relevant training		

### COACHES:

INSURANCE:	
Please confirm that you are in Membership of the NIJJA and have current coach insurance	Signature to confirm:
Membership of NIJJA affiliated body current	Yes:                      No:
PI Insurance current	Yes:                      No:
No current NIJJA membership*	
No current Insurance*	
Do you agree to abide by NIJJA Code of Conduct (a copy is provided)?	Yes:                      No:
Have you completed Safeguarding Awareness Training?	Yes:                      No:

If yes - Organised by:	<b>When:</b>
Do you agree to undergo specific training on the role of (the position being appointed)	<b>Yes:      No:</b>
Have you ever been asked to leave a sporting organisation in the past? (if you have answered yes we will contact you in confidence)	<b>Yes:      No:</b>
Any other relevant information?	
Please supply the names of two responsible people whom we can contact and who, from their 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: Address:   Telephone:  Designation:	Name: Address:   Telephone:  Designation:

*\* Coaches in these categories must update their qualifications and Insurance before they are allowed to Coach in an NIJJA-affiliated Club.*

## Section 2

### DISCLOSURE OF CRIMINAL CONVICTIONS FOR ELIGIBLE POSITIONS

#### Statement of non-discrimination

The NIJJJA 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 post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members, volunteers and employees.

For the purposes of your application for the post of:

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We require all coaches/volunteers in positions of responsibility for managing the safety and development of young people to sign the declaration and return it marked confidential to NIJJF *welfare Officer to clarify who to return this form to in your sport*

Should you require further information, please contact **NIJJJA Welfare officer**

NAME OF APPLICANT: \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

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CONTACT TELEPHONE NUMBER \_\_\_\_\_

CLUB: \_\_\_\_\_

Please read this information carefully

The purpose of the check is to make sure that people are not appointed who might be a risk to children or vulnerable adults.

The check will tell us whether you have a criminal record, caution, or whether any other information about you held on barred lists may have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information returned from AccessNI will be destroyed.

#### 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 that are not protected by the 2014 amendments MUST be disclosed. The disclosure of a criminal history information will not debar you from participating as a volunteer unless the NIJJF case management group considers that the information renders you unsuitable for the role applied for. In making this decision the NIJJJA case management group will consider the nature of the offence/caution, 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 are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role.

Thank you for your co-operation.

Do you have any convictions/cautions that are not "protected" as defined by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (Northern Ireland) Order 2014. 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

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

- the circumstances of the offence/caution/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.

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*Please continue on a separate page if necessary.*

(If you require further information on what information to disclose please contact NIACRO Helpline Tel: 028 90 320157)

**Declaration**

I understand that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/ appointment can be confirmed. This has been explained to me and I am aware that spent convictions/cautions may be disclosed. I declare that the information I have given is accurate.

Have you ever been known to any Social Services department as being a risk or potential risk to children?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(please tick boxes below)</i>	
	I agree that the information provided here may be processed in connection with my volunteer role and I understand that any role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
	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.
	I understand that the information contained on this form and information supplied by third parties may be supplied by the NIJJJA to other persons or organisations in circumstances where this is considered necessary to safeguard other children.

*I declare that any answers are complete and correct to the best of my knowledge and I will inform the NIJJJA immediately of any future convictions or charges.*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

