

# Dressage Ireland

## SAFE RECRUITMENT POLICY

This policy is part of the Safeguarding Policy Suite for **Dressage Ireland** under the Children First Act 2015 Guidelines and Sport Ireland Guidelines



## Introduction

The purpose of this document/Policy is to

- Ensure that best Safeguarding practices and procedures exist to protect Children and Vulnerable Persons engaging and participating in **Dressage Ireland** activities, including but not limited to competitions/Show Organisation/training sessions/clinics/camps/meetings/travel/decisions pertaining to children and vulnerable persons.
- Identify those whose roles require Recruitment Protocols
- Specify the Protocols Required

**Dressage Ireland** recognises that opportunities for young people to participate in our Sport could not exist without the time and commitment of volunteers. Those people are motivated by their desire to put something back into their sport. In order to ensure the experience is positive and safe for young people, Volunteers, Officials, and Staff wishing to take on a role and responsibility for children **must** comply with Safe Recruitment Protocols.

It is the Statutory Obligation of the Association and its Regional Committees and various sub-committees to ensure that anyone involved with young people are suitable with regard to the requirements for welfare and protection of children.

Under **Dressage Ireland** Safeguarding and Child Protection Procedures, and in line with current legislation, any individual whose role will have regular and ongoing contact with, working with or has interaction with our young members or vulnerable persons in the provision of our equestrian activities, or who is involved in the planning/administration of activities or events with our young member **must** complete the relevant safeguarding training and Garda/Access NI Vetting

By introducing and promoting Safe Recruitment for Officials, volunteers and staff, **Dressage Ireland**;

- **Strengthens the message of safeguarding children within the Association**
- **Reduces the vulnerability of children**
- **Reduces the vulnerability of Officials, Volunteers & Staff**

## Dressage Ireland Recruitment Policy –

*Part of Child Welfare & Safeguarding Policies & Procedures*

# Dressage Ireland SAFE RECRUITMENT POLICY

## SAFE RECRUITMENT

Dressage Ireland, at National and Regional Level must take all reasonable steps to ensure that Officials, Volunteers, Coaches Staff (paid and volunteer) are suitable to work with children and/or vulnerable adults, and have the relevant qualifications and up to date safeguarding requirements.

The National Children's officer and/or Nominated Staff member should keep a database of volunteers and officials, recording the date of their last vetting and the date they attended Safeguarding course (or completed the online refresher). Dressage Ireland do not have the facility to initiate a Garda / Access NI Vetting. This is done through Horsesport Ireland, our Governing Body

**Codes of Conduct appropriate to the role must be signed by all people that fall under the recruitment policy in all 3 categories. Hence all Personnel appointed to a role by DI, are required to SIGN the Code of Conduct for Officials and Volunteers**

### Category

The following positions at all levels include, but are not limited to

National Children's Officer	Safeguarding
Designated Liaison Officer	Safeguarding
Regional Children's Officers	Safeguarding

These categories require Garda/Access NI vetting and Safeguarding Certification. It is imperative that these Personnel must not commence their role until they are compliant with all elements and have been ratified by the appropriate Regional or Executive Committee

### Category

The following positions at all levels include, but are not limited to

Committee members	Event Designated Persons
Judges/ Stipendiary Stewards	Health & Safety Officials
Coaches/Tutors	mentors
Officials	
Adults traveling with children	Athlete support personnel

These categories require Garda/Access NI vetting and Safeguarding Certification, Personnel must not commence their role until they are compliant with all elements, and where appropriate have the relevant qualifications and/or been nominated and ratified by relevant Committee.

**Please note under Adults traveling with Children – this refers to people appointed to this role by Dressage Ireland Private arrangements with families don't come under this policy**



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#### Category 3

There are certain positions where there is no unsupervised involvement or direct responsibility for children (e.g. Pocket Stewards, Show Secretaries / Organisers, Arena Parties, etc) where a recruitment process may not need to be enforced. Those helping as a “once-off” should be supervised by qualified volunteers and should be given roles with minimal interaction with the competing junior athletes.

For these roles, where it is not deemed necessary to “Vet”, Dressage Ireland requests that they would still familiarise themselves with the various Safeguarding Policies and should a situation arise, know the relevant Safeguarding Officer’s contact details to either report an incident or seek advice.

***All volunteers should receive support and assistance in their role***

#### Garda Vetting / Access NI Check

This is part of the Recruitment Process, and should be carried out prior to commencement of the relevant positions. For those living in the Republic of Ireland, Garda Vetting is carried out with the Garda Síochána. For those living in the “Six Counties”, an Access NI Check is carried out in conjunction with Northern Ireland Sports Forum

Dressage Ireland do not have the facility to initiate a Garda / Access NI Vetting. Garda Vetting checks are carried out by Horse Sport Ireland on behalf of all Equestrian Sporting Bodies in Ireland through the National Vetting Bureau (NVB). The NVB provides the only official vetting service in the Republic of Ireland.

**Garda Vetting applications are now processed online through the eVetting System. However, there is still a paper form requiring ID validation and consent – so please check the processes carefully by viewing the Horsesport Ireland eVetting 6 Step process: <https://www.horsesportireland.ie/governance/garda-vetting/>** Results for Garda Vetting are released to Horsesport Ireland, indicating if applicant was successful / unsuccessful in their vetting and this will be communicated to Applicant.

Horse Sport Ireland (HSI) has signed up to a Service Level Agreement with the Northern Ireland Sports Forum (NISF) (the NISF is an approved Umbrella Body by AccessNI and can submit AccessNI Disclosure Certificate Applications for criminal history checks to AccessNI on behalf of other non-registered organisations <https://www.horsesportireland.ie/governance/accessni/>

Results from Access NI Check will be disclosed directly to applicant and Horsesport Ireland will be notified as to whether the applicant was successful / unsuccessful

#### **IMPORTANT NOTE:**

**Garda Vetting / Access NI is NOT related to where a person LIVES but where the relevant WORK IS BEING CARRIED OUT. If a person is living in Laois but acts as a Judge at a show in Derry, they must have an Access NI check. Likewise if a person lives in Antrim and coaches in Sligo, they must have Garda Vetting. Some people will require both. People based outside the country will require Garda Vetting and/or Access NI checks.**

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# Dressage Ireland SAFE RECRUITMENT POLICY

## Safeguarding Courses

Horsesport Ireland roll out Safeguarding Course several times throughout the year. Details can be obtained through their website <https://www.horsesportireland.ie/governance/safeguarding-trainingcourses/> County Sports Partnerships also offer a comprehensive range of Safeguarding courses. Contact details of these can be accessed through Sport Irelands portal <https://www.sportireland.ie/participation/lsp-contact-finder> Aire also provide access to courses <https://www.aire.ie/index.php/courses/child-protection>

Should a group of 10 – 16 individuals within Dressage Ireland (parents can avail of this also) wish a dedicated Safeguarding 1 course to be run in their locality, please contact your Regional Children’s Officer or National Children’s Officer who will be happy to facilitate you.

## National DJI Children’s Officer: Aisling Deverell

email: [annaharveydressage@gmail.com](mailto:annaharveydressage@gmail.com)

## Horsesport Ireland Mandated Person:

Mr. Paul Hayes Phone 045 854524

email: [Phayes@horsesportireland.ie](mailto:Phayes@horsesportireland.ie)

## Qualified Officials/Coaches on Website

**Dressage Ireland** maintain a list on their website which shows qualified Adult and Children’s Judges & ANYONE ELSE Those appearing on website are current up to date Members of **Dressage Ireland** (*indicating Acceptance of Relevant Code of Conduct, Judge Status etc.*)

**Dressage Ireland** maintain a list on their website which shows qualified Coaches. Those appearing on website are first and foremost bound by relevant qualifications and requirements of and accredited by Horsesport Ireland, are current up to date Members of **Dressage Ireland** (*indicating Acceptance of Relevant Code of Conduct, and covered by Dressage Ireland Insurance when providing a service for Dressage Ireland Training & Activities*)

# Dressage Ireland SAFE

## RECRUITMENT POLICY

### Nominees and Elected Officials

In order to safeguard young people against safeguarding risks it is important that organisations should take all reasonable steps to ensure that only suitable people are recruited to work with children and families by adopting and consistently applying a safe and appropriate method of recruiting staff and volunteers.

Within the structure of Dressage Ireland, an annual nomination, Election and Reaffirmation process recruits committee members and Officers of the committee. Consideration should be given by members before proposing a candidate for a role as to their suitability and competence of the role.

Through this process Dressage Ireland shall

- Ensure that all nominated candidates are aware of their roles, responsibilities and obligations before accepting election.
- Ensure the Regional Executive management committee ratifies appointments.
- Once recruited in their role, all Officials relevant committee members should be adequately inducted in policies and procedures and are familiar and have accepted the relevant codes of conduct.
- Ensure the individual completes their vetting with the National Vetting Bureau and/or Access through the relevant Sports Governing Body Horsesport Ireland prior to commencement of working with children or vulnerable people.
- Ensure they have agreed to and signed up to the relevant code of conduct for those working with young people and renewed their own membership.
- Ensure they give a competent person to complete the necessary safeguarding training.
- Ensuring they understand that supervision is a vital safeguard for the club so they should avoid working alone.
- Ensuring they know who the children's Officer designated liaison person within the Association is and understand the requirements of the Association.

# Dressage Ireland SAFE RECRUITMENT POLICY

## Coaches:

Whilst the main responsibility for the Vetting, Safeguarding and Education of Coaches lies with Horsesport Ireland, Dressage Ireland have added some additional conditions.

Coaches who wish to be included on the Dressage Ireland web list must

- Be up to date with their Statutory Obligations through their affiliation in Horsesport Ireland
- Be up to date with Dressage Ireland membership thus ensuring adequate Insurance cover whilst participating at an official Dressage Ireland training event
- Have completed a Dressage Ireland Seminar within the last 3 years.
- Accept and be familiar with all Dressage Ireland Rules, Regulations and sign the relevant Codes of Conduct

# Dressage Ireland SAFE RECRUITMENT POLICY

## Statutory Bodies:

	Contact Number	Email
TULSA Child and Family Agency:	01 7718500	<a href="http://www.tusla.ie">http://www.tusla.ie</a>
ISPCG Missing Childrens Hotline:	116 000	<a href="http://www.ispcg.ie/">http://www.ispcg.ie/</a>
Garda Confidential Number:	1800 666111	<a href="http://www.garda.ie">http://www.garda.ie</a>
Emergency Services:	999/112	

*To report or get advice on concerns of sexual exploitation or abuse:*

Domestic Violence & Sexual Assault Investigation Unit

An Garda Síochána

National Bureau of Criminal Investigation,

Harcourt Square,

Dublin 2.

01 6663430, 6663436 [dvsaiu@garda.ie](mailto:dvsaiu@garda.ie)

# Dressage Ireland SAFE

## RECRUITMENT POLICY

### Excerpt from Sport Ireland

#### 2.4.1 Safe Recruitment Procedures for those working with Children & Young People

##### The Risks

The vast majority of volunteers will help out through a genuine desire to see children or their particular organisation develop. Unfortunately we must face the reality that a small minority of people will join an organisation or club as an opportunity to gain access to children. They will create an air of acceptability about their role, justifying their close contact with children.

One important factor in deciding whether behaviour is a risk of abuse or neglect is the impact of that behaviour on the child rather than the intention of the adult. In order to safeguard young people against such risks it is important that organisations should take all reasonable steps to ensure that only suitable people are recruited to work with children and families by adopting and consistently applying a safe and clearly defined method of recruiting staff and volunteers.

##### Steps to help NGBs.

If you are dealing with someone new to the organisation you will need to be rigorous with respect to recruitment procedures, however you need to be sure of all those working with young people, including those who have been members for quite some time. Any existing member who wishes to work with young people will also need to be assessed for their suitability for a role with children.

##### Easy Rules to Remember

The implementation of thorough recruitment and selection procedures will help to keep children and young people safe within your organisation. Good practice in management and supervision of workers and volunteers after appointment is a further essential safeguard to help keep children/young people safe.

The procedures outlined are recommended best practice in your organisation. This reduces the risk of someone targeting a club or organisation to gain access to children and/or of 'seasoned' members moving roles.



# Dressage Ireland Recruitment Form (Safeguarding)

To be completed by All Appointed Officials/Volunteers  
in Categories 1,2 & 3

(All information supplied on this form will be treated confidentially)

Personal Details	
Full Name	
Previous Name	
Date of Birth	
Current Address	
Phone	
Email address	
Qualifications:	
To be completed by All Appointed Officials/Volunteers in Categories 1, 2 & 3	
ROLE (s) for appointment with Dressage Ireland	
HAVE YOU COMPLETED CHILD PROTECTION AWARENESS/SAFEGUARDING TRAINING?	<input type="radio"/> Yes <input type="radio"/> No
If yes, please state approximate date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Do you agree to abide by the Codes of Conduct contained in the Code of Ethics & Good Practice for Youth Sport in Dressage Ireland?	<input type="radio"/> Yes <input type="radio"/> No
Have you ever been asked to leave a sporting/youth organisation?	<input type="radio"/> Yes <input type="radio"/> No
Please supply the name, address and telephone of two people who we can contact and who, from personal knowledge, are willing to endorse your application	
Reference 1 -	Reference 2

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# Dressage Ireland Recruitment Form (Safeguarding)

To be completed by All Appointed Officials/Volunteers  
in Categories 1,2 & 3

(All information supplied on this form will be treated confidentially)

## DECLARATIONS:

Do you have any convictions/cautions which would prevent you from working with children /vulnerable adults OR are the subject of an investigation alleging that you were the perpetrator of adult or child abuse?	<input type="radio"/> Yes	<input type="radio"/> No
If Yes, please provide any other information you feel may be of relevance on above		
Have you ever been known to any Social Services department as being a risk or potential risk to children?	<input type="radio"/> Yes	<input type="radio"/> No
If Yes, please provide any other information you feel may be of relevance on above		
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	<input type="radio"/> Yes	<input type="radio"/> No
If Yes, please provide any other information you feel may be of relevance on above		

## CONFIRMATION OF DECLARATIONS:

I agree that the information provided here may be processed in connection with my volunteer role. I understand that any role may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the Association's attention.	<input type="radio"/> Yes
I agree to inform the Association 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.	<input type="radio"/> Yes
I understand that the information contained on this form and information supplied by third parties may be supplied by Dressage Ireland to other persons or organisations in circumstances where this is considered necessary to safeguard other children.	<input type="radio"/> Yes
<b><i>I declare that any answers are complete and correct to the best of my knowledge and I will inform Dressage Ireland of any future convictions or charges.</i></b>	
Signed:	DATE
Print Name	___ / ___ / ___

# Dressage Ireland

## Recruitment Form (Safeguarding)

To be completed by All Appointed Officials/Volunteers  
in Categories 1,2 & 3

FOR OFFICIAL DI USE ONLY:	
Applicant Name:	
Date application received:	
Date of interview:	
Interviewed by:	1. 2.
References received and are satisfactory:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vetting check completed & returned (if appropriate):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Code of Ethics/Safeguarding training completed (or to be done?)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Code of Conduct to be signed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	
Proof of applicants identification received:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Identification type:	
Recommendation (with reasons)	Approved <input type="checkbox"/> Not approved <input type="checkbox"/>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Position in DI \_\_\_\_\_

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