

Lee Valley Rowing Club



Safe Recruitment Procedure for Volunteers

Version 1.0

[14.10.2019]

1. Document Details

Title:	LVRC Safe Recruitment Procedure for Volunteers
Approved by:	LVRC Committee
This Version Number:	1.0
Status:	Adopted
Effective Date:	14th October 2019
Review Date:	14 th October 2020

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version Number	Revision Date	Summary of Changes
1.0	14-Oct-19	Adopted by Lee Valley Rowing Club Committee

3. Relevant/Related Existing Internal Documents

Lee Valley Rowing Club Child Safeguarding Statement

4. Relevant/Related Existing External Documents

Rowing Ireland Safe Recruitment Procedures including Coach and Volunteer Application Forms available at www.rowingireland.ie/safeguarding-in-rowing/ [14.10.2019]



LVRC SAFE RECRUITMENT PROCEDURE

Guidance for this recruitment procedure has been taken from:

- Government Legislation for Safeguarding of Children and Vulnerable persons (NI and RoI)
- Protection of Freedoms Legislation (NI)
- **Rowing Ireland** Guidelines
- Vetting guidance www.rowingireland.ie/forms-for-download

Rowing Ireland and **Lee Valley Rowing Club** relies heavily on the time and commitment freely given by club officers, coaches and volunteers, and without this the opportunities for young people and vulnerable adults, to participate in rowing would not exist. LVRC volunteers play a key part in the running of the club, the following are some of the benefits of volunteering at LVRC:

- Have fun and meet people/make new friends
- Help others
- Fight boredom
- Share abilities and talents
- Build confidence
- Build experience for your cv
- Enhance self-confidence and self-respect

The procedures outlined below have been adopted by Lee Valley Rowing Club for its own purposes and are required to be followed by any club for whom Rowing Ireland acts as an umbrella body. By implementing these procedures, LVRC makes clear its commitment to keeping children safe and ensures the organisation and its reputation is protected.

Lee Valley Rowing Club will ensure good recruitment procedures for volunteers by:

- Ensuring that the individual completes and signs the vetting agency Disclosure Certificate Application Form which gives permission to enable **Rowing Ireland** to request a vetting check (proof of identity MUST be provided)
- Setting a probationary period of six months
- Requiring that the individual completes an induction process which will cover safeguarding awareness and a safety induction
- Ensuring that the Management Committee ratifies appointments

Information from the vetting agency will be received by the individual and the governing body. It will be scrutinised in the first instance by the Case Management Panel appointed by **Rowing Ireland**. The panel will decide whether a disclosure is relevant or contrary to **Rowing Ireland** standards, clubs will be advised of any decision.



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

Personal Details

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

Declaration of Application

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

National Rowing Centre,
 Farran Woods,
 Farran,
 Ovens,
 Co. Cork.



Your Ref:

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Form NVB 1

Vetting Invitation

Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):	
Middle Name:	
Surname:	
Date Of Birth:	D D / M M / Y Y Y Y
Email Address:	
Contact Number:	
Role Being Vetted For:	
Current Address:	
Line 1:	
Line 2:	
Line 3:	
Line 4:	
Line 5:	
Eircode/Postcode:	

Section 2 – Additional Information

Name Of Organisation:

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I have provided documentation to validate my identity as required *and*
 I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box

Applicant's
Signature:

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Date: D D / M M / Y Y Y Y

Note: Please return this form to the above named organisation. An invitation to the e-vetting website will then be sent to your Email address.

Safe Recruitment Process:

1. Expression of interest to Child Liaison Officers (CLOs)
 2. Print, fill out and sign Vetting Invitation Form (NVB 1)
<https://www.rowingireland.ie/wp-content/uploads/2016/08/NVB-1-Vetting-Invitation.pdf>
 3. Produce proof of ID (Driving Licence or Passport)
 4. **Post or hand in original** signed Vetting Invitation Form **and** photocopied proof of ID to National Rowing Centre Administrator, Denis O'Regan, Rowing Ireland, National Rowing Centre, Farran Woods, Ovens, Co. Cork.
 5. If positive outcome from vetting, confirmation document to be emailed to LVRC club secretary secretary@leevalleyrowingclub.ie
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6. Complete an induction that will cover child safeguarding and safety
 7. Following a probationary period of 6 months, application will be formally ratified by the club committee