

Appointment of Workers; Standard



For the wellbeing and protection of programme participants, staff and volunteers who have access to children and young people must be vetted by the Garda Vetting Unit prior to their appointment or involvement in activities. From the 1/3/13 under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 vetting must take place before taking up their appointment/positions. Exemptions from vetting may only occur with persons who assist occasionally and on a voluntary basis in certain activities or events be they school, sport or community related. This provision recognises the occasional but necessary involvement or assistance of parents or other persons in certain activities in which children or vulnerable persons are participating. However, the 2012 Act will apply where such involvement includes coaching, mentoring, counselling, teaching or training of the children or vulnerable persons. Section 12 of the Vetting Act prohibits the engagement of persons to do relevant work or activities relating to children or other vulnerable persons, unless that person has been subject to the vetting procedures under the Act.

Suitability

- 1 Agreement with the aims & purposes of YMCA
- 2 No criminal convictions for offences likely to endanger children.
- 3 Previous experience of working with children & young people.
- 4 Commitment to the aims of the project.
- 5 A commitment to treat all children as individuals and with equal concern.
- 6 Individual to be physically able to cope with activities of the group.
- 7 A commitment to undergo training.
- 8 A commitment to working in a team.
- 9 A commitment to recognise the importance of child protection & the authority of line management

Practice

- 1 Each potential worker should be made fully aware of all duties and responsibilities pertaining to the appointment and the YMCA Child Protection Policy.
- 2 Full appointment procedures should be carried out as recommended in the YMCA employment manual.
- 3 Two references should be obtained, including at least one from a former employer. An acceptable reference will indicate that the person is known to the referee and is considered suitable by them to work with young people. All references should be received in writing and later confirmed by telephone and documented.
- 4 When a conditional offer of employment is made, the candidate should be sent a Garda Vetting Form to be completed which they will be asked to forward directly to the current Designated Liaison Person for the organisation. If a potential employee has worked outside of the country for a period of 6 months they must also provide a police clearance from the country/countries they previously lived in. These must be received before a worker starts their role.
- 5 All appointments should be sanctioned by the CEO.

- 6 Every effort should be made to ensure the identity of the applicant is validated and a copy of ID must be supplied and placed on file.
- 7 Each worker or volunteer should serve a probationary period following which the General Secretary should review their suitability for the post. Within the Republic the probationary period is 12 months.
- 8 Notes should be taken and filed appropriately at all meetings with regard to appointments, probation and work review.
- 9 Potential workers should be assured of confidentiality.
- 10 A Training Needs Assessment should be undertaken at the earliest opportunity.
- 11 An induction procedure should be followed for each new worker/volunteer – arranged by the line manager.
- 12 An inexperienced new worker may initially be required to assume an assisting role with a more experienced worker. Subject to review by the line manager.
- 13 Child protection training must be provided as part of the induction process.
- 14 Where an international volunteer is being recruited, the hosting YMCA must ensure that alongside two character references, a police vetting form is also requested and received from the sending agency.