



CLUB RECRUITMENT POLICY

General Approach to Recruitment

Shankill Tennis Club is proud to be an equal opportunity employer. We are committed to creating an inclusive environment for all employees and applicants. Shankill Tennis Club is committed to the safe recruitment of Staff, Coaches and Volunteers. The Club relies heavily on the time and commitment freely given by Volunteers. Without this many of the opportunities to participate in tennis events at the Club would not exist.

This Recruitment Policy document sets out how the need for, and encouragement of, volunteer participation is balanced against the obligation to take all reasonable steps to ensure the well-being of all our members, including our Juniors as outlined in our Child Safeguarding Statement. We trust that potential Volunteers will appreciate the Club's obligation to satisfy itself that all those volunteering fully understand the role and responsibilities that they are taking on. It is reasonable that those with potential access to children in our care provide the kind of information that is essential in assessing their suitability for such responsible positions within the Club.

Volunteers for activities that may involve children should provide all information required in order to fulfil the Club's commitment to safeguarding children in advance of taking up any such role within the Club. Similarly, staff employed by the Club will be expected to provide the necessary information and to give the required undertakings regarding their dealings with Club members.

Specific Recruitment Procedures

Shankill Tennis Club will ensure Best Practice recruitment procedures by utilising some or all of the following.

1. Any person volunteering or applying for a paid position will complete the relevant application form.

2. The person will complete their vetting with the National Vetting Bureau through Tennis Ireland prior to the commencement of working with children or vulnerable people. Their identity must be verified by a Club Official.
3. In the case of those with substantial access to children:-
 - a. An assessment should be done of the individuals experience of working with children or young people and knowledge of safeguarding issues.
 - b. An assessment made of their commitment to promoting good practice.
 - c. An assessment made of their ability to communicate with children and young people.
4. There must be clearly defined duties and responsibilities of the position - both voluntary and paid.
5. A suitable induction programme to be provided. Where appropriate, a probationary period to be set.
6. Obtain proof of identity of each person applying and where considered necessary obtain references.
7. All volunteers and paid staff must provide a signed undertaking to abide by the Rules and Policies of Shankill Tennis Club and the Code of Conduct relevant to their position.
8. Any proposed appointment, whether voluntary or paid, together with a job description, must be approved in advance of any job interview or offer by the Club Executive Committee (or person nominated by the committee).
9. Ad hoc volunteers to agree to abide by the Rules and Policies of Shankill Tennis Club and to sign up to the relevant Code of Conduct, and understand the role that they are taking on, and be reminded that supervision is vital and they should never work alone.

All information provided to Shankill Tennis Club under the requirements of these recruitment procedures will be kept strictly confidential and in line with the Club's privacy policy. Only those involved with recruitment will have access to this information. Electronic and hard copies will be retained by the Club. Hard copy information will be kept in a locked safe in the office.

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