



## JUNIOR BELFAST GIANTS ICE HOCKEY CLUB SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS / COACHES

- Volunteers and coaches are carefully selected, trained and supervised. The office bearers of the club committee must vouch for new volunteers/coaches potential involvement and their participation must be ratified by the unanimous approval of executive group/ remaining coaches
- All new coaches/ volunteers working with children or young people must complete the sports own application form which includes a self-declaration section
- Individuals must complete and sign the Access NI Disclosure Certificate Application Form which gives permission to enable the Irish Ice Hockey Association to administer an Access NI check (proof of identity MUST be provided)
- Declaration of past convictions or cases pending an agreement to have an Access NI check completed, is of course a pre-requisite to approval to coach/volunteer to work with young people
- ALL volunteers/coaches must agree to abide by the club's Safeguarding Policy and all are required to sign the Code of Conduct
- Any concerns or objections with regard to suitability of a coach should be submitted to the Governing Body designated person. These matters will be raised with the Governing Body case management committee with appropriate action taken including a formal response in writing to the concerned party if required. Clubs should not deal with concerns about a coach in isolation

### **TRAINING FOR VOLUNTEERS/COACHES**

This club will:

- Ensure governing body approved coaching sessions for volunteers/coaches have been scheduled at the club and all participants are expected to qualify to at least sport specific level
- When appointing volunteers /coaches - consider their current or previous experience either playing or coaching Ice Hockey
- Education and training in the basics of Safeguarding will apply to all coaches/volunteers/management and/or committee members working with the children or young members
- The Club is committed to continuous updating and review of our current safeguarding policies



### **Safeguarding training should include**

- Basic awareness of Safeguarding issues
- The Club's Safeguarding policies and procedures including our Code of Conduct
- Training will be carefully selected to ensure it is sufficient (for instance, a 1-hour training session is unlikely to be very useful – a minimum of 3 hours is required for basic awareness-raising)
- The Club will seek such training from a specific training provider with experience and knowledge of good practice in Ice Hockey
- Ensure that all new coaches have attended Safeguarding awareness workshop within six months of taking up their post - this opportunity should also be made available to parents and other volunteers to enable a culture of a child-focused club to prevail
- Ensure all staff and volunteers should receive induction and training appropriate to their role - training should be updated and reviewed regularly for new staff/volunteers and in line with changing legislation

### **CODE OF CONDUCT**

A Code of Conduct lets all our staff/volunteers in our club/ organisation know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the Code. A written Code of Conduct will be prominently displayed or communicated to everyone associated with the club/organisation. It will be applied consistently. This club has a Code of Conduct for each of the following:

- Coaches and Volunteers
- Players
- Parents/Guardians and Supporters