

INDUCTION & TRAINING

INDUCTION

When an applicant has been accepted, the following processes should apply:

- **Induction:** If, following the application and interview process the applicant is accepted, they should then be required to undertake an induction course. Induction should be a planned programme that enables workers to get to know the organisation, their colleagues, their job and other organisations doing the same type of work. It should also cover expectations, conditions and procedures for dealing with discipline, grievances and allegations, and the organisations child protection policy.

- **Trial period:** Appointment should be conditional on the successful completion of a trial period, the length of which should be decided at the outset. It gives an opportunity to assess the suitability of a new worker to work with children and his or her commitment to the organisations policies on safe practices.

- **Records:** Details of selection and induction should be recorded, along with notes on any matters arising during any part of the process.

- **Additional training:** To maintain quality standards

and good practice, training should be provided on an ongoing basis for all workers Your Local Sports Partnerships provide training in the form of the Child Welfare in Sport Basic Awareness Workshop and subsequent Children's Officer training.

Sporting Ennistymon F.C will take all reasonable steps to ensure that coaches, managers and volunteers are suitable to work with children and young people. All coaches, managers and volunteers are required to complete an application/self-declaration form, giving the names of two referees who will then be contacted. Written references will then be verified and kept on file. Applicants are also required to produce valid photo ID.

If you have had a previous involvement in sport, one of these names must be that of an administrator/leader of your last club/place of involvement.

All coaches/volunteers subject to Garda vetting (when available). All applicants to be interviewed by Club Recruitment Committee. Following interview all appointments are subject to approval and ratification by the committee of Sporting Ennistymon F.C. All coaches, managers and volunteers

will be subject to a sign-up procedure in which they undertake to abide by Sporting Ennistymon F.C rules and FAI codes of conduct and good practice. (Appropriate confidentiality will be maintained in regard to all application and reference forms). Once recruited, Sporting Ennistymon F.C will make all efforts to support and manage coaches, managers and volunteers ensuring that no person is expected to work alone.

If, following the application and interview process the applicant is accepted, they are required to undertake Sporting Ennistymon F.C Induction Course. Induction will be a planned programme that covers:

- Familiarisation with the Clubs policies procedures and protocols procedures for dealing with discipline, grievances and allegations, and the organisation's child protection policy.

- Coaches to get to know the organisation, their colleagues, their role.

- Expectations of the Club, Coaches/Children's Code of Conduct.

- Rules of the Club, coaching philosophy, Team Selection Criteria, Record Keeping Guidelines, Safety procedures, safe use of equipment and facilities.