



Wexford FC

Safer Recruitment Policy

Club CEO Wexford FC:	Tony Doyle
Date of Policy:	June 2024
Date of Review:	June 2026

1. Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies/roles;
- Deter prospective applicants who are unsuitable for work with children or young people; • Identify and reject applicants who are unsuitable for work with children and young people.

2. Identification of Recruiters

Subject to the availability of training, the Club will maintain a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

3. Inviting Applicants

3.1 Advertisements for posts, whether in newspapers or on-line, will include the statement:

“The Club is committed to safeguarding children and young people.

3.2 Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification;
- The Club’s child protection policy;
- The Clubs recruitment policy (this document); • The selection procedure for the post;
- An application form.

3.3 All prospective applicants must complete, in full, an application form.

4. Shortlisting and References

- Short-listing of candidates will be against the person specification for the post
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate’s suitability for working with children and young people;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate’s suitability for this post

5. The Selection Process

5.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

5.2 Interviews will always be face-to-face. Telephone / Zoom interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

5.3 Candidates will always be required:

- to explain satisfactorily any gaps in previous roles;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

6. Employment Checks

6.1 All successful applicants are required:

- to provide proof of identity
- complete or submit a Garda Vetting application form
- to provide actual certificates of professional / coaching qualifications, as deemed appropriate by the club
- to provide proof of their right to work in the Republic of Ireland (where applicable)

8. Induction

8.1 The club recognises that safer recruitment and selection is part of a larger policy framework for all members / staff. The Club will therefore provide ongoing training and support for all staff.

8.2 All staff who are new to the Club will receive induction training that will include the Clubs safeguarding policies and guidance on safe working practices and Covid-19 guidelines.

8.3 Regular meetings will be held during the first 3 months from appointment with the officers of the club.