



## ***DBS International Soccer Academy***

### ***Recruitment Policy***

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Recruitment Policy DBS International Soccer Academy will take all reasonable steps to ensure that all coaches, managers and volunteers are suitable to work with children and young people.

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#### **Application and Vetting Process:**

**Application:** All coaches, staff and volunteers must complete a volunteer application and declaration form (Appendix A), providing the names of two referees, one of whom must be a reputable source from their previous, club, academy or place of involvement if they have prior experience in sport or working with children.

**References:** Written references will be contacted, verified, and kept on file (Appendix B).

**Garda Vetting:** All coaches, managers, and volunteers must be Garda vetted through the FAI before they commence working with children and young people. There is no cost associated with Garda Vetting and all coaches, managers and volunteers must have up to date Garda Vetting within the previous three years,

**Police Vetting:** All coaches, staff and volunteers who lived outside of Ireland for longer than 6 consecutive months since the age of 18 must have Police Vetting. Any costs incurred in this process will be borne by the applicant. There are arrangements for obtaining Police vetting, which differ from country to country.

**Approval:** All appointments are subject to approval and ratification by the committee of DBS International Soccer Academy.

**Commitment and Conduct:** All coaches, managers, and volunteers must undertake to abide by DBS International Soccer Academy rules and FAI codes of conduct and good practice. Appropriate confidentiality will be maintained regarding all application and reference forms.

**Support and Supervision:** DBS International Soccer Academy will support and manage coaches, staff, and volunteers to ensure that no person is expected to work alone.

**Training and Development:** Where possible, the academy will provide training to upskill all staff, coaches and volunteers. All staff, will participate in either of the FAI / DCC / SDCC / FCC Safeguarding 1 workshop.

**Retraining and Vetting:** All coaches, staff, and volunteers must have up to date mandatory training and vetting.

**Ethical Standards:** In the event of failure by any coach or staff member even volunteer, to abide by Academy rules and by the highest standards of ethics and good practice, the Academy may issue an immediate stand down order. Once recruited the Academy will make all efforts to support coaches, staff and volunteers. Please remember that child safeguarding at DBS International is paramount.



**Appendix A: DBS International Soccer Academy  
Coach / Staff Application & Self Declaration Form**  
*(Please use block capitals)*

**Name:** \_\_\_\_\_ **D.O.B** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tel. (H)** \_\_\_\_\_ **(Mobile)** \_\_\_\_\_

**Coaching Qualifications**

<b>Sport</b>	<b>Award Held</b>	<b>Date of Award</b>

**Previous experience/involvement in sport? Please give details.**

Have you ever been asked to leave a sporting organisation in the past?  
*(If you have answered yes we will contact you in confidence)*

Have you ever been convicted of a criminal offence? If so give details.

*(Having a criminal record does not necessarily preclude anyone from working with children. If you have answered "yes" you will be contacted in confidence)*

Have you ever lived outside Ireland for six months or more as an adult? If yes, give details.

**Referee:** Please supply the names, addresses and telephone numbers of two people whom we can contact and who from personal knowledge is willing to support your application.

**(If you have had a previous involvement in sport, one of these names should be that of an administrator/leader of your last academy/place of involvement)**

Name \_\_\_\_\_ Title \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Tel. \_\_\_\_\_

Address \_\_\_\_\_

I agree to work within Football Association of Ireland/ DBS International Soccer Academy Rules and industry standards (FAI) approved codes of conduct & best practice guidelines. I also agree that I will refrain from getting involved in any behaviour that could bring the name of DBS International Soccer Academy or the sport of soccer into disrepute.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Appendix B:**  
**DBS International Soccer**  
**Academy Reference**  
**Form**



**Private and Confidential**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

The above has applied for a post within the (insert academy/organisation name here) and has supplied your name as a referee. As an organisation committed to the safety/protection and happiness of children, we are anxious to know if you are satisfied that this person is suitable to work with children in a sporting capacity.

**How long have you known this person? In what capacity?**

Are you satisfied that the above-named person is suitable to work with children in a sporting capacity?

<b>Yes</b>	
<b>No</b>	

*(If you have answered no, we will contact you in confidence)*

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_