



# Recruitment & Vetting

**Tony Wright**  
**ISA Training Manager**

# Objectives

Providing guidelines to ISA organisations recruiting staff and volunteers.

- Finding candidates
- Recruitment process
- Employers obligations

# Recruitment Process

- Finding Candidates
- Application form
- Copies of relevant qualifications
- Interviews
- Referees
- Vetting
- Offer of employment
- Terms & Conditions

# Finding Candidates

→ What skills / qualifications do you need?

→ What profile of candidate do you need?

→ Resources

→ ISA website

→ Instructor Facebook page

→ Newsletters

→ Word of mouth

# Application form

- What do you want to know?
- How do you get this information?

# Qualifications

- Instructor certificates
  - Emergency Care Certificate
  - Powerboat certificates
  - Driving Licence
  - Other.....
- 
- Check the original certificates
  - Online ISA Instructor qualifications lists
  - Add to centres online profile!

# Interviews

- What are you try to achieve?
- What is the best way to do this?
  - Format
  - Venue
  - Panel
  - Records



# Referees

- What are you try to achieve?
- What is the best way to do this?
  - Written
  - Verbal

# Garda Vetting

- What is vetting?
- Who can access vetting?
- Who should be vetted?
- How is vetting carried out?
- What does it cost?
- What is done with the information received?

# Employment

→ Offer of employment

→ Terms & Conditions

# Garda Vetting

- What is vetting?
- Who can access vetting?
- Who should be vetted?
- How is vetting carried out?
- What does it cost?
- What is done with the information received?

# Garda Vetting

## *Objectives*

To Protect children and vulnerable adults

by

Identify if candidates for a position or role have convictions or have been prosecuted for crimes which may mean that they are unsuitable.

while

protect the rights to privacy of the candidates

and

protecting ISA affiliated organisations

# Garda Vetting

National Vetting Bureau (Children and Vulnerable Persons) Bill 2012

*Making it an offence under the act to knowingly employ / deploy someone to work with children or vulnerable adults who has not been Garda vetted.*

- Passed January 2013
- Commenced ?

The problem.....

Vetting applications currently taking 3 – 5 months to process.

# Garda Vetting

## What is vetting?

Identifies & discloses any prosecutions & convictions recorded on Garda database

Using applicants name(s) & address(es)

# Garda Vetting

## Who can access vetting?

ISA will vet anyone upon request of an affiliated organisation

Instructors & coaches to be vetted by ISA



# Garda Vetting

## Who should be vetted?

Now....

Anyone who has or will have regular contact with children or vulnerable adults.

Future.....

Anyone who has or will have regular contact with children or vulnerable adults.

ISA will have vetted ISA qualified Instructors, Coaches & Race Officials

Instructors, Coaches, Safety Boat drivers, Instructor Trainers  
Junior Organisers, Shore Mums,  
Children's officers, Designated Officers  
Boatmen, Catering Staff, Cleaners

++++++

# Garda Vetting

How is vetting carried out?

# Garda Vetting

- *Your end*

1. Ask all candidates for relevant positions to fill in Garda Vetting Form when applying for position.

They put it in sealed envelope with name address & position applied for.

2. If candidate is successful through interview stage the completed form is submitted to ISA.

If candidate is not successful the form is returned to candidate unopened.

# Garda Vetting

- *Our end*

3. The ISA checks and logs the forms and sends them onto Garda Central Vetting Unit (GCVU).

4. The GCVU send ISA of results of vet.

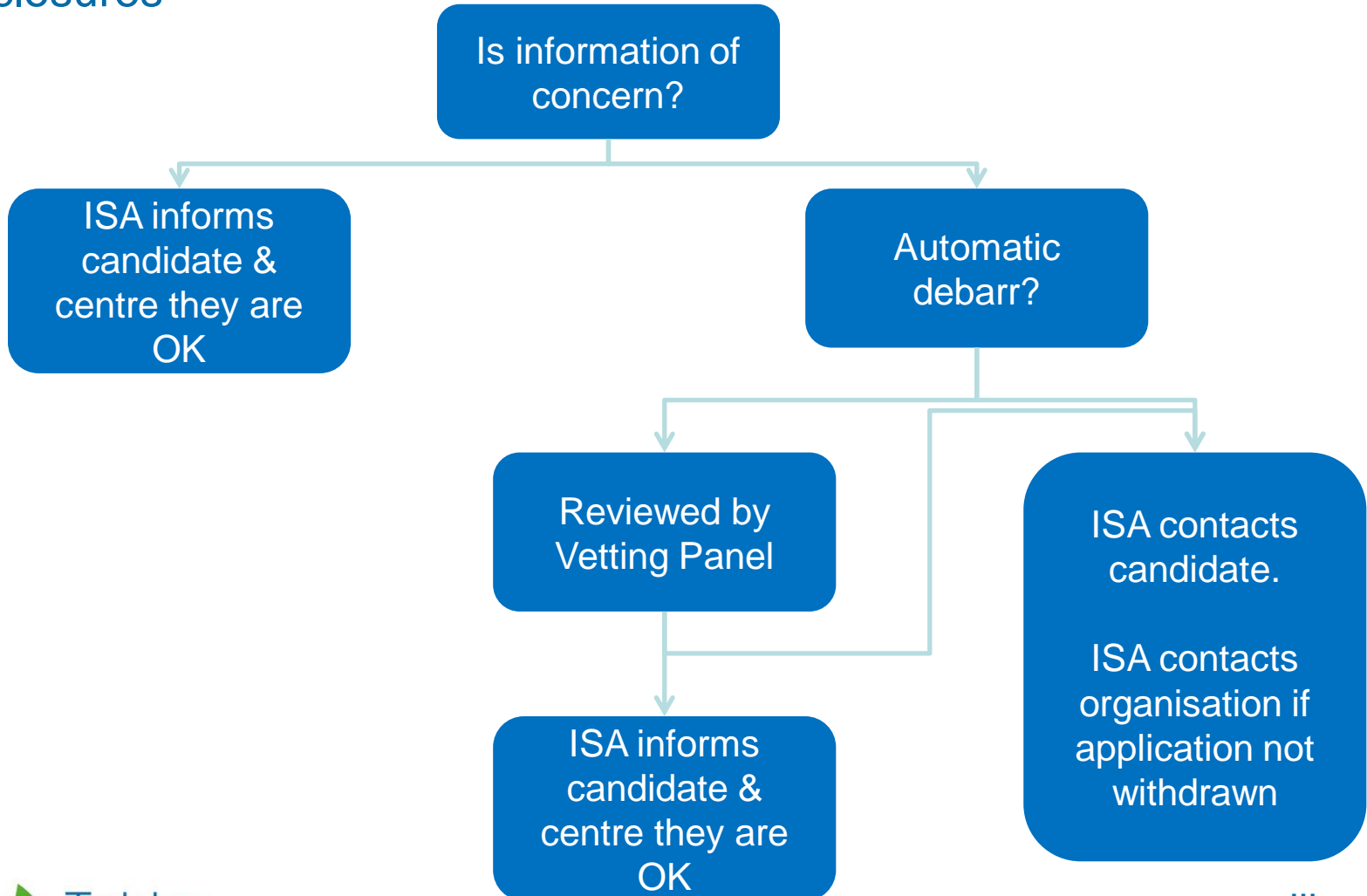
## 5. No Disclosures

The ISA informs organisation & candidate that:

“I can confirm that, according to the information received from the Garda Vetting Bureau and in the opinion of the ISA, this person *has no records* that indicate they are unsuitable to work with children or vulnerable adults”

# Garda Vetting

## Disclosures



# Garda Vetting

The following convictions or unresolved prosecutions will debar offender from holding position where they will be in contact with children on vulnerable adults.

- Murder, manslaughter
- Rape, attempted rape
- Any crime/conviction against a child while an adult
- Possession of child pornography
- Illegal possession of fire arms or offensive weapon
- Domestic violence
- Any crime involving aggression/assault
- Dealing illegal or controlled drugs
-

# Garda Vetting

Crimes/Convictions that require special consideration by the Vetting Review Panel

- Any crime/conviction against a child while a child
- Possession of illegal or controlled drugs
- Drink Driving
- Dangerous driving
- Public order offence
- Shop lifting, credit card theft
- Crimes of deception
- Fraud or dishonesty

# Garda Vetting

## What does it cost?

No charge

## What is done with the information?

Held securely in ISA office for 5 years.





On next.....

Carlisle East	Carlisle West	Martello 1	Martello 2	Dargan Suite
Lunch				
The Gathering Cruise	Turning your organisations finances around	Cara na Mara	Race Officials discussion panel	The story of an Olympic Sailor



3 Park Road, Dun Laoghaire  
Co. Dublin, Ireland

**T:** +353 (0)1 280 0239 **F:** +353 (0)1 901 1658

**E:** [info@sailing.ie](mailto:info@sailing.ie) **W:** [www.sailing.ie](http://www.sailing.ie)

[www.sailing.ie](http://www.sailing.ie)

Email: [info@sailing.ie](mailto:info@sailing.ie)  
Phone: 01 280 0239