



CHEERSPORT

I R E L A N D

SAFE RECRUITMENT POLICY

1. Introduction

Cheer Sport Ireland (CSI) is committed to ensuring that all individuals working with or on behalf of children are suitable, competent, and appropriately vetted. Safe recruitment is a core safeguarding requirement that protects children, clubs, and the organisation.

2. Purpose

This policy outlines the mandatory safe recruitment procedures for all CSI-affiliated clubs and national structures, ensuring compliance with the Children First Act 2015, National Vetting Bureau Acts, and Sport Ireland Safeguarding Guidance.

3. Scope

This policy applies to all coaches, volunteers, staff, contractors, event personnel, committee members, and any individual undertaking roles that involve contact with children.

4. Principles of Safe Recruitment

Safe recruitment within CSI is guided by the following principles:

4a: Children's safety and welfare are paramount.

4b: All roles involving children require robust screening and assessment.

4c: No individual may begin regulated work with children until all checks are complete.

4d: Recruitment processes must be fair, transparent, and consistent.

4e: Records must be maintained securely in compliance with GDPR.

5. Recruitment Planning

Clubs and CSI must identify roles requiring vetting and safeguarding training before recruitment begins. Each role must include a written role description and responsibilities.

6. Advertising and Role Descriptions

All positions must include clear expectations, safeguarding responsibilities, minimum qualifications, and vetting requirements.

7. Application Process

Applicants should complete an application form including contact details, relevant experience, qualifications, and references.

8. Interview and Screening

Clubs and CSI must conduct interviews or screening conversations to assess an applicant's suitability for working with children.

8a: Explore motivation for working with children.

8b: Confirm understanding of safeguarding responsibilities.

8c: Assess communication skills and professionalism.

9. Reference Checks

At least two references must be obtained, ideally from individuals who have observed the applicant working with children. References should ideally not be provided from a close family member or close acquaintance.

9a: Verified as legitimate.

9b: Contacted directly (no handwritten notes alone).

9c: Checked for concerns regarding behaviour, conduct, or suitability.

10. Garda Vetting

All individuals working with children must complete National Vetting Bureau checks through CSI prior to starting their role. No applicant may engage in regulated activity until clearance is confirmed.

10a: Re-vetting must occur every 2 years or as required by law if sooner.

10b: Clubs must maintain vetting records securely.

10c:Vetting disclosures must be reviewed by the Club DLP or CSI Safeguarding Team.

11. Additional Identity Checks

Applicants must provide proof of identity and address. Supporting documentation should match Vetting Bureau standards.

12. Probationary Period

All new volunteers and staff should complete a probationary period (recommended: 3 months) during which performance and suitability are monitored.

13. Safeguarding Training Requirements

All new recruits must complete Safeguarding 1 within 3 months of appointment. DLPs and Children's Officers must complete Safeguarding 2 and 3.

14. Supervision Before Full Approval

Until all checks and training are completed, new recruits must be supervised and may not work alone with children.

15. Disqualification and Non-Approval

CSI reserves the right to reject applicants if found not suitable for the role or does not meet the criteria as laid out.

15a:Unsuitable vetting disclosures.

15b:Concerns raised during references.

15c:Failure to meet qualification or training requirements.

15d:Behaviour inconsistent with CSI values or safeguarding principles.

16. Ongoing Monitoring and Review

Clubs and CSI must regularly assess the suitability of individuals working with children. Concerns arising post-appointment may trigger review, additional training, supervision changes, or removal from role.

17. Record Keeping

Clubs must securely store recruitment records including applications, references, vetting disclosures, interview notes, and training certificates in line with GDPR and the CSI Record Keeping & Retention Policy.

18. Non-Compliance

Failure to follow this policy may result in disciplinary action and suspension of club affiliation or individual roles.

19. Review

This policy will be reviewed every two years or following legislative or organisational changes.

20. Approval

This Safe Recruitment Policy was approved by the Board of Cheer Sport Ireland on: 11/07/2026

Signed:

FIONA COLLUMB, President/Chairperson

JOAN HEAPES, National Children's Officer