



# **Child Welfare and** **Safeguarding Policy**

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Rathcormac FC is committed to ensuring that Children, Young Persons and Vulnerable Persons can participate in all football activities in a safe environment. Football provides an excellent opportunity to learn new skills, become more confident and maximise potential as members of teams and as individuals. Participation in football should be fun, enjoyable and provide a platform to learn and develop life skills, make new friends and enhance personal growth. The safety and welfare of all is paramount.

The Children First Act 2015 has provided a great statutory framework for all, supporting Children and Young People, ensuring that they are kept safe and their welfare maintained to a high standard whilst participating within the services we provide. Additionally, the Children First National Guidance for the Protection and Welfare of Children 2017, is a great guidance when introducing measures to fulfil the statutory obligations of the Children First Act 2015.

Rathcormac FC acknowledges that all our members and volunteers are playing their part in providing an enjoyable and safe environment in which Children and Vulnerable Persons can play, learn and thrive within football. We thank the countless number of participants, many of whom are volunteers, for their commitment, hard work and dedication. The work of Affiliated Members, particularly the Club/League Children's Officers and the Designated Liaison Persons, is of crucial importance to implementing this Policy and their endeavours need to be acknowledged and supported at all levels within the game. Their efforts are deeply appreciated and the full adoption and application of this Policy by everyone in football will help ensure the promotion of happy, healthy and successful experiences.

Rathcormac FC Executive Committee

# **1. POLICY STATEMENT**

## **1.1. Why do we need a Policy?**

Rathcormac FC's Child Welfare and Safeguarding Policy aims to set out guidelines and procedures to assist those working with Children within the game and where appropriate those working with Vulnerable Persons. It is the responsibility of all adults involved in football to actively promote best practice standards whilst being ever vigilant and aware of their responsibilities. This policy has been formulated in line with the statutory requirements of the Children First Act 2015, the guidance from the Children First National Guidance of the Protection and Welfare of Children 2017 and the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 –

## **1.2. Who is the Policy aimed at?**

The Policy is aimed at all those working and engaged in football activities within Rathcormac FC.

Rathcormac FC is committed to following the principles and practice guidelines contained in the Policy by:

- Recognising that the safety, protection and welfare of Children and Vulnerable Persons is of paramount importance
- Obliging all persons engaging with Children and Vulnerable Persons to be Garda vetted
- Providing appropriate training and education in the area of Child welfare and safeguarding
- Providing guidance and assistance to all who work with Children and Vulnerable Persons
- Ensuring the Club has appointed a Club/League Children's Officer and Designated Liaison Persons
- Ensuring all Affiliated Members adhere to statutory obligations relating to Child welfare and safeguarding
- Providing a clear pathway for the investigation of complaints and appropriate disciplinary procedures
- Providing codes of practice for all members

## **1.3. What is contained within the Policy?**

In particular the Policy outlines:

- Children's First Act 2015 statutory obligations

- Child Welfare and Safeguarding roles within Clubs and Leagues
- The various types of abuse which can arise
- The recommended reporting procedures
- Guidance on Garda Vetting
- Guidance on confidentiality
- Principles of safe record keeping
- Safe recruitment and management practices
- Procedures for handling allegations and complaints relating to Children
- The process for involving parents and Children
- Guidelines in respect of away/overnight trips

#### **1.4. Who approves the Policy?**

The Policy is approved by the Executive Committee of Rathcormac FC. Proposals for additions and/or amendments are considered by the Clubs Children's Officer and Designated Liaison Person. These will then be put forward for approval by the Executive Committee.

#### **1.5. What are the underlying principles of the Policy?**

The Policy follows the principles outlined in relevant guidelines and legislation provided by Statutory Authorities. The Policy is established on a number of core principles: - the needs of the Child or Vulnerable Person, integrity and respect, environment, equality, fair play, welfare and safety in football. These underlying principles underpin the Policy and outline our principles of good practice and Child protection and safeguarding policy and procedures.

**1. Safe Environment:** The safety and welfare of Children and Vulnerable Persons is of paramount importance and they must feel safe in their surroundings. Unhealthy competitive demands should not be placed too early as this could result in excessive levels of pressure and as a consequence, high levels of dropout from the sport. Those working with Children and Vulnerable Persons should be suitable for their positions, i.e. all should be Garda vetted and have Child Safeguarding completed as well. Administrators should ensure proper procedures are put in place to ensure our Children and Vulnerable Persons can participate in a safe manner and that concerns regarding their welfare are correctly and speedily handled.

**2. The Needs of the Child and Vulnerable Person:** A balanced approach to competition can make a significant contribution to the development of Children and Vulnerable Persons, while at the same time providing fun, enjoyment and satisfaction. Participants should put the welfare of the child first and competitive standards second.

**3. Integrity and Respect:** Adults interacting with Children and Vulnerable persons in football should do so with integrity and respect. All adult actions in football should be guided by what is in the best interests of the Child or Vulnerable Person and in the context of quality and open working relationships. Abuse of any kind is unacceptable within football.

**4. Equality:** All Children and Vulnerable Persons should be treated in an equal and fair manner regardless of age, ability, gender, religious, social, or ethnic background or political persuasion. The provisions of equality legislation apply to all involved in football.

**5. Fair Play:** Fair Play is the guiding principle of the Code of Ethics and Good Practice for Children's Sport. It states that "All Children's sport should be conducted in an atmosphere of fair play". Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving".

## **2. CHILDREN FIRST ACT 2015: STATUTORY OBLIGATIONS**

Clubs and Leagues are defined in the Children First Act 2015 as providing Relevant Services and as such have specific statutory obligations under the Act.

### **The requirements include:**

- Keep Children safe from Harm while they are using the service.
- Carry out a Risk Assessment to identify whether a Child could be harmed whilst receiving your services.
- Develop a Child Safeguarding Statement that outlines the policies and procedures which are in place to manage the risks that have been identified.

- Appoint a Relevant Person to be the first point of contact in respect of the Organisation's Child Safeguarding Statement.

**2.1. Risk Assessment:** A Risk Assessment will be carried out by the Club to examine all aspects of the service from a safeguarding perspective to establish whether there are any practices or features of the service that have the potential to put Children at risk.

The Risk Assessment process is intended to enable the Club to:

- Identify potential risks
- Develop policies and procedures to minimise risk by responding in a timely manner to potential risks
- Review whether adequate precautions have been taken to eliminate or reduce these risks

**2.2. Child Safeguarding Statement:** Rathcormac FC's written statement specifies the relevant service being provided and the principles and procedures to be observed in order to ensure, as far as practicable, that a Child availing of the service is safe from Harm.

The Club will circulate the Child Safeguarding Statement to all volunteers and employees.

The Club will also display the Child Safeguarding Statement publicly and make it available to parents and guardians, Tusla and members of the public upon request. This will be done by displaying it on the Club/League website.

The Child Safeguarding Statement will be reviewed every two years, or sooner if there has been a change in any of the issues to which it refers to.

### **3. CHILD WELFARE AND SAFEGUARDING ROLES**

In Rathcormac FC we have two key roles in place to fulfil the Child welfare and safeguarding roles and responsibilities within the Organisation. These two roles are Club Children's Officer and Designated Liaison Person.

#### **3.1 The Club Children's Officer**

The appointment of a Club/League Children's Officer is an essential element in the creation of a quality atmosphere in any club.

- They act as a resource to members with regard to Children's issues and also ensure that Children have a voice in the running of the club and can freely talk about their experiences.
- The Children's Officer should be a member of or have access to, the Club Management Committee.
- To undertake the role of Children's Officer, the individual must have completed the **Safeguarding 1** and **Safeguarding 2** courses.

### **The Children's Officer roles and responsibilities are:**

- Be familiar with the Rathcormac FC's Child Welfare and Safeguarding policy, Complaints and Disciplinary procedures, Social Media Policy and any other relevant guidelines.
- Implement Child centred policies and procedures within the football organisation.
- Ensure safe recruitment procedures are in place.
- Have completed the Risk Assessment and Child Safeguarding Statement.
- Promotion of Child Safeguarding Statement and be the first point of call for it.
- Host regular information meetings and get parental involvement.
- Ensure that Club members are adequately trained and adhere to the Child Welfare and Safeguarding Policy.
- Ensure that there are accurate and up to date records of coaches and volunteers training and Garda Vetting Clearance.
- Monitor movement and drop out of players and volunteers.
- Handle any complaints received regarding poor practice.

**Children's Officers do not have the responsibility of investigating or validating Child protection concerns within the Club/League and have no counselling or therapeutic role. This responsibility lies with the Gardaí, Tusla or the HSE.**

### **3.2 Designated Liaison Person**

- Rathcormac FC's Designated Liaison Person shall be the Chairperson who will be responsible for dealing with any concerns about the protection of Children.
- The Designated Liaison Person is responsible for reporting allegations or suspicions of Child abuse to Tusla and/or An Garda Síochána,



- Support and advice is available from the Football Association of Ireland's Child Welfare and Safeguarding Manager, who is also the Mandated Person.
- To undertake the role of Designated Liaison Person, the individual must have completed the **Safeguarding 1** and **Safeguarding 3** course.
- Rathcormac Fc will make the name and contact details of the Designated Liaison Person available to all staff and volunteers working within the Organisation. It may also be useful to appoint a Deputy Liaison Person who can fulfil the role when the Designated Liaison Person is not available.

### **The Designated Liaison Person Roles and Responsibilities are:**

- Have knowledge of the Code of Ethics, and statutory requirements.
- Have a knowledge of categories and indicators of abuse.
- Be familiar with and able to carry out reporting procedures using the correct forms. Communicate with parents and/or agencies as appropriate.
- Assist with the ongoing development and implementation of Child protection training needs.
- Liaise with the League Officers and FAI Child Welfare and Safeguarding Manager in relation to Child protection training needs.
- Be aware of local contacts and services in relation to Child protection, i.e. principal and duty social workers and their contacts.
- To inform duty social workers in Tusla – Child and Family agency and/ or An Garda Síochána of relevant concerns about individual Children, using the Reporting Form, keep a copy of this form and ensure acknowledgement of receipt of this form.
- Reporting poor practice to their relevant governing body having ensured that any concerns regarding Child protection issues have been reported to the relevant Statutory Authority.
- Advise Administrators on issues of confidentiality, record keeping and data protection.

**Designated Liaison Persons do not have the responsibility of investigating or validating Child protection concerns within the Club/League and have no counselling or therapeutic role. This responsibility lies with the Gardaí, Tusla or the HSE.**

## 4. CHILD ABUSE

**4.1. Reasonable grounds for concerns:** Individuals should always inform Tusla when they have reasonable grounds for concern that a Child may have been, is being, or is at risk of being abused or neglected. It is not necessary for the individual to prove that abuse has occurred to report a concern to Tusla. All that is required is that the individual have reasonable grounds for concern. It is Tusla's role to assess concerns that are reported to it.

### **Reasonable grounds for a Child protection or welfare concern include:**

- Evidence, for example of an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way
- Any concern about possible sexual abuse
- Consistent signs that a Child is suffering from emotional or physical neglect
- A Child saying or indicating by other means that he or she has been abused
- Admission or indication by an adult or a Child of an alleged abuse they committed
- An account from a person who saw the Child being abused

### **4.2. What is Child Abuse**

Child Abuse can be categorised into four main types: **neglect**, **emotional abuse**, **physical abuse** and **sexual abuse**. Other forms of abuse include *bullying*. A Child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the Child or a stranger, and can be an adult or another Child. In a situation where abuse is alleged to have been carried out by another Child, you should consider it a Child welfare and protection issue for both Children and you should follow Child protection procedures for both the victim and the alleged abuser. The important factor in deciding whether the behaviour constitutes abuse or neglect is the impact of that behaviour on the Child rather than the intention of the parent/carer/alleged abuser. The definitions of neglect and abuse presented in this section are not legal definitions nor are they exhaustive. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

**Neglect:**

Neglect is generally defined in terms of an omission of care, where a Child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation, supervision and safety.

The following are features of Child Neglect:

- Children being left alone without adequate care and supervision Malnourishment, lacking food, unsuitable food or erratic feeding Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the Child's age
- Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
- Failure to provide adequate care for the Child's medical and developmental needs, including intellectual stimulation.

**Physical Abuse:**

Physical Abuse is when someone deliberately hurts a Child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents.

Physical abuse can include the following:

- Beating, slapping, hitting or kicking
- Pushing, shaking or throwing
- Pinching, biting, choking or hair-pulling
- Use of excessive force in handling
- Suffocation
- Physical punishment
- Fabricated/induced illness
- Female genital mutilation
- Deliberate poisoning

## **Sexual Abuse:**

Sexual abuse occurs when a Child is used by another person for his or her gratification or sexual arousal or for that of others. It includes the Child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the Child to sexual activity directly or through pornography.

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a Child
- An invitation to sexual touching or intentional touching or molesting of a Child's body whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a Child or the involvement of a Child in an act of masturbation
- Sexual intercourse with a Child, whether oral, vaginal or anal
- Sexual exploitation of a Child, which includes:

1. Inviting, inducing or coercing a Child to engage in prostitution or the production of Child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means]

2. Inviting, coercing or inducing a Child to participate in, or to observe, any sexual, indecent or obscene act

3. Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse- Exposing a Child to inappropriate or abusive material through information and communication technology- Consensual sexual activity involving an adult and an underage person

## **Emotional abuse:**

Emotional abuse is the systematic emotional or psychological ill-treatment of a Child as part of the overall relationship between a caregiver and a Child. Abuse occurs when a Child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver.

Emotional abuse may be seen in some of the following ways:

- Rejection

- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly unplanned)
- Persistent criticism, sarcasm, hostility or blaming of the Child
- Bullying
- Conditional parenting in which care or affection of a Child depends on his or her behaviours or actions
- Extreme overprotectiveness
- Inappropriate non-physical punishment (e.g. locking Child in bedroom)
- Seriously inappropriate expectations of a Child relative to his/her age and stage of development

### **Other forms of 'Abuse':**

#### **Bullying**

Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating. It includes behaviours such as physical aggression, cyberbullying, damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity and religious factors. With developments in modern technology, Children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices.

While bullying can happen to any Child, some may be more vulnerable. These include: Children with disabilities or special educational needs; those from ethnic minority and migrant groups; from the Traveller community; lesbian, gay, bisexual or transgender (LGBT) Children and those perceived to be LGBT; and Children of minority religious faiths.

*\* Please see our Anti Bullying Policy - 14.1*

#### **Cyber, text and social media bullying**

Cyber bullying can involve unwanted text messages, phone calls, video chats/ recordings or web posts being used to threaten abuse or harm someone. It is similar to physical or

verbal bullying, but it uses technology instead. Cyber bullying, like all bullying, is difficult for the victim. It can be hard to prove and difficult to get the courage to report it. Text bullying or harassment can be texts that frighten, insult, threaten or make the recipient feel uncomfortable. Email, social networks like Facebook/Twitter and phone calls can be used to harass in the same way.

*\* Please see our Social Media and Photographic Policy - 14.2*

## **Safeguarding Vulnerable Persons**

All adults have the right to be safe and to live a life free from abuse. All persons are entitled to this right, regardless of their circumstances. It is the responsibility of all service providers, statutory and non-statutory, to ensure that all adults using the services provided are treated with respect and dignity, have their welfare promoted and receive support in an environment in which every effort is made to promote welfare and to prevent abuse. Vulnerable Persons may need extra support when accessing clubs.

*\* Please see FAI support guidance for children with Additional Needs & Vulnerable persons - 14.3*

## **5.RECORDING AND REPORTING OF INFORMATION**

If abuse is suspected, it is important to establish the grounds for concern by obtaining as much detailed information as possible. Observations should be accurately recorded and should include dates, times, names, locations, context and any other information that may be relevant.

### **5.1 REPORTING PROCEDURES**

Members of Rathcormac FC who have reasonable grounds for concerns that a Child or Vulnerable Person may have been, is being, or is at risk of being abused or neglected are advised, to immediately inform the relevant Designated Liaison Person. The priority in all cases is the safety and wellbeing of the Child. The Statutory Authorities should also be advised where appropriate and all necessary steps taken to protect the Child.

- The following examples would constitute reasonable grounds for concern:
  - Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way.
  - Any concern about possible sexual abuse.
  - Consistent signs that a child is suffering from emotional or physical neglect A child saying or indicating by other means that he or she has been abused Admission or indication by an adult or a child of an alleged abuse they committed.
  - An account from a person who saw the child being abused.

Rathcormac FC shall treat all concerns reported in a serious manner and in line with the following principles.

### **Step 1**

The Designated Liaison Person should record all concerns or allegations brought to his or her attention.

**Observations/reports should be accurately recorded and should include dates, times, names, locations, context and any other information that may be relevant.**

If there are concerns about a Child but the Designated Liaison Person is unsure if it should be reported to Tusla, it may be useful to contact Tusla to informally discuss the concern. This provides an opportunity to discuss the query in general and to decide whether a formal report of the concern to Tusla is appropriate at this stage.

In the event of an emergency where a Child is believed to be in immediate danger and Tusla cannot be contacted then the Gardaí should be contacted.

Coaches/volunteers may be subjected to horrendous or malicious allegations. Therefore, any allegation of abuse should be dealt with sensitively and appropriate support should be provided for staff/volunteers including counselling where necessary.

### **Step 2**

Should the club become aware of an allegation of abuse of a child/children by a manager/coach/volunteer during the execution of their duties, the Designated Liaison Officer will privately inform the manager/coach/volunteer of the following:

- The fact that an allegation has been made against them.
- The nature of the allegation.
- Inform him/her that they must step down from all duties within the club until the investigation has reached the full conclusion.

### **Step 3**

The manager/coach/volunteer should be afforded an opportunity to respond. The Designated Liaison Person will note the response and pass on this information when making the formal report to TUSLA. The report to TUSLA should contain observations, dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information.

Records on child protection concerns, allegations and disclosures will be kept securely and in line with Data Protection Legislation.

### **Step 4**

Our Designated Liaison Person, if reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine any statutory investigation.

### **Step 5**

All subsequent actions following an allegation of abuse against a manager/coach/volunteer will be taken in consultation with the TUSLA and An Garda Síochána. An immediate meeting will be sought with these two agencies for this purpose. The Football Association of Ireland National Children's Officer is also available to provide support and advice.

### **Step 6**

Under Football Association of Ireland rules, any coach/volunteer/manager who is the subject of a statutory investigation into alleged child abuse is required to stand down from all soccer activities until the investigation is completed. Therefore, the FAI National Children's Officer must be informed immediately of any formal notification to the



Statutory Authorities. When a person is asked to stand down it should be made clear that it is only a precautionary measure in keeping with standard procedures/guidelines and will not prejudice any later disciplinary proceedings. The coach/volunteer concerned should be advised that the procedures being undertaken are in accordance with statutory requirements. He or she should be treated with respect and fairness, and also be assured that all information will be dealt with in a sensitive and confidential manner.

### **Step 7**

The Club will carefully consider the outcome of the statutory investigation and will then assess if there are any outstanding disciplinary issues in relation to their internal rules or infringements of the Football Association of Ireland best practice guidelines. It must be remembered that the fact that the alleged 'abuser' has not been prosecuted or been found guilty does not mean that they are appropriate to work with young people in the future.

**Internal Club disciplinary proceedings can only be initiated after the Statutory Authorities have completed their investigations.**

\*Reporting form - 14.4

## **6. STAND DOWN ORDERS**

The Stand Down Order may be issued to an individual directly by the FAI itself or by an Affiliated Member. A Stand Down Order is an order made for the immediate protection and safeguarding of Children and Vulnerable Persons and is not a determination of wrongdoing by any individual. Rathcormac FC will follow the FAI rules and guidelines in their Child Welfare Safeguarding Policy in relation to Stand Down Orders.

## **7. DISCIPLINARY ACTION**

All participants in Rathcormac FC are obliged to fully comply with the Club's rules, regulations, codes of behaviour, policies and guidelines applicable to their role (e.g. player, coach, volunteer, parent). Disciplinary action, including expulsion without notice, may be taken by the Club for offences of misconduct or breach of such rules, regulations, codes, policies and guidelines.

All reasonable efforts to resolve matters should be exhausted at local level before accessing the formal procedure detailed below. For example, it may be appropriate that the initial point of contact is the Head Coach for resolving issues involving players, and this may also involve the relevant Club Liaison Person.

While many complaints or concerns can be dealt with in an informal manner to the satisfaction of all concerned, it is advisable that detailed records are maintained in respect of all complaints and that all parties are advised of the following formal complaints and appeals procedure, if required.

### **STEP 1**

The person who has a formal complaint or concern should bring it to the attention of the Club Secretary or Club Children's Officer. The complaint or concern should be in writing and should outline all relevant details and other parties involved. The Club Secretary or Club Child Welfare Officer shall acknowledge receipt of the complaint.

### **STEP 2**

The complaint or concern shall then be brought to the attention of the Club Chairperson who will convene a disciplinary sub-committee, unless the complaint or concern relates to a child abuse matter or criminal offence that meets criteria for formal reporting to the statutory authorities. In which case, any internal club process shall be stopped and the Chairperson shall inform the relevant statutory authority as soon as possible.

The disciplinary sub-committee shall comprise a minimum of three members, normally involving an officer of the Committee. The Club's Children's Officer may be asked to sit on the committee if it is deemed necessary. The members of the disciplinary sub-committee may not be held personally liable for any deeds or omissions relating to any disciplinary procedure.

Where there are potential contentious issues, due consideration shall be given to ensure the independence of the disciplinary committee.

### **STEP 3**

The disciplinary sub-committee shall furnish any participant with details of the complaint being made against them and afford them the opportunity of providing a response either verbally or in writing. In the event of a complaint against a child, the parents/guardians shall be informed and advised of the process.

### **STEP 4**

The disciplinary sub-committee shall then set a date for a hearing giving at least 7 days' notice unless a shorter period is necessary due to the nature of the offence. Any person charged shall be entitled to attend and present or be represented at a hearing if they so wish. The disciplinary sub-committee shall determine the procedures for the hearing and nominate one of their members to act as Chairperson. The disciplinary sub-committee

shall then hear the case of all parties involved and decide if a rule or regulation has been infringed.

If the disciplinary process relates to a person under 18 years of age, the hearing shall not be held with that person without the presence of a parent/guardian. If a parent or guardian cannot attend then a coach chosen by the parents/guardians can attend in their place.

## **STEP 5**

The disciplinary sub-committee shall then inform those of their decision and the sanctions if any that are to be imposed. This notification should be in writing, setting out the reason for the sanction. Written notification shall be forwarded to parents if the proceedings involve a participant under 18 years of age.

## **STEP 6**

Any party unhappy with the findings of the disciplinary committee can appeal the decision in writing to the Club Chairperson. Any such appeal should be made within 14 days of the notification of the original decision.

## **STEP 7**

The appeal shall be heard by the executive committee of the Club. The case and all the evidence will be considered. The executive committee shall have the power to uphold or reject the appeal or to vary, alter or set aside any sanction imposed by the disciplinary sub-committee. Such decisions are final.

## **POSSIBLE SANCTIONS**

A disciplinary sub-committee may recommend the following sanctions:

- An instruction
- A reprimand
- A fine
- A warning
- A suspension from membership
- An expulsion ban from the club and club activities

## **8.GARDA VETTING**

Garda vetting must be completed prior to the commencement of any position for those who will be working with Children and/or Vulnerable Persons in any capacity. This is a statutory requirement under the National Vetting Bureau (Children and Vulnerable

Persons) Act 2012 to 2016. The Act created offences and penalties for persons who fail to comply with its provisions.

All those engaging with persons under the age of 18 and Vulnerable Persons shall be Garda Vetted by Rathcormac FC which includes:

- All Committee Members including Fundraising Committee
- All coaches of Underage and Adult teams
- Any other Volunteers eg. Parent Helpers

Failure to ensure that persons are vetted in accordance with the Policy, FAI Rules and/or legislation may result in disciplinary action against the individual and/or Affiliated Member and may also constitute a legal offence under relevant legislation.

In the event that a disclosure arises from the garda vetting process, this will be brought to our club committee to discuss any further action if required. Depending on the disclosure it may be possible that the individual will not be permitted to undertake any job (paid or voluntary) within the club.

### **Vetting Application Process:**

The steps involved are:

1. Fill out the ID validation vetting information form. See appendix 4
2. You will need to create an account on FAI's mycomet.
3. Click on the top left hand side (3 lines) and scroll down to Events.
4. Scroll down until you see 'Garda Vetting Applications Munster'.
5. Here you can start your Vetting application.
6. The FAI reviews your form and sends it to the Garda Vetting Bureau.
7. The Garda Vetting Bureau will email the applicant requesting more information.
8. Once this is completed the Garda Vetting Bureau will notify the FAI of their decision on whether to approve/not approve the application.
9. The applicant will then be notified by FAI of their decision.

*\*Garda vetting ID validation form - 14.5*

## 9. SAFE RECRUITMENT PRACTICES

Rathcormac FC will take all reasonable steps to ensure that coaches, managers and volunteers are suitable to work with children and young people.

The purpose of the Recruitment Policy is to provide for a lawful, appropriate and objective recruitment process, that best allows the Club to place and support the right people within the right roles.

The recruitment process will be run by a selected group within the Club tasked with this role, this group must always include the involvement of the Club's Children's Officer. Any documentation relating to recruitment is confidential and should only be viewed by the selected group.

### **Steps that will be taken during the recruitment procedure:**

**Application form** – A brief application form will be provided for all applicants. This ensures the relevant information is collected and recorded as necessary. The applicant will then meet with the club's Children's officer to discuss the role involved.

\*See Recruitment Application Form - 12(e)

**Induction** – Every new volunteer will have received an induction to ensure that they are familiar with their surroundings, comfortable and made aware of the club's policies and procedures. The club will also provide a role description for all new volunteer positions that will include a set of tasks and all club requirements.

**Garda Vetting** – In line with legislation and the FAI's child welfare and safeguarding policy everyone working with children or vulnerable adults will require Garda Vetting before starting their role.

**Child Safeguarding** - Volunteers will also be required to undertake a Child Safeguarding course relevant to their role before they commence.

*\* see below relevant courses*

**Training** – Where possible the club will provide training to upskill volunteers.

**Volunteers** – All volunteers will adhere to the club's and the FAI's rules and codes of conduct.

### **Safeguarding 1- Basic awareness:**

- This course is targeted at all volunteers, coaches, committee members and staff within a service for Children. It provides a good basic understanding of Child protection legislation and educates participants on the implementation of best practice in protecting the welfare of children involved in football.
- The course should be refreshed every 3 years. The initial course should always be a face to face course.
- After 3 years the individual can complete the Sport Ireland online refresher. Once the individual completes this online course they should print off the completion certificate and attach it to the certificate obtained during the face to face course.
- The individual will need to present both as evidence for the next 3 years. After the total 6-year period has completed then the individual will need to attend the face to face course again.

### **Safeguarding 2- Children's Officer**

- This course is targeted at all volunteers who undertake the role of Children's Officer. It provides a more in depth look at Child protection and also helps Clubs to have a child centered approach with their services.
- It also helps explain the role of the Children's Officer
- The Children's Officer should do a refresher course within a 3-year period to ensure they are aware of any relevant legislation.
- The course must be completed by all Children Officers.

### **Safeguarding 3- Designated Liaison Person**

- This course is targeted at the Designated Liaison Person with Clubs/Leagues. It provides an in depth look at the Child protection legislations and the categories for abuse and reporting procedures.
- It also helps explain the role of the Designated Liaison Person.
- The Designated Liaison Person should do a refresher course within a 3-year period to ensure they are aware of any relevant legislation.
- The course must to be completed by all Designated Liaison Persons

## **10. GENERAL GUIDELINES FOR INTERACTION BETWEEN ADULTS AND CHILDREN**

### **10.1 Conduct and Behaviour towards Children**

- All adults involved in Rathcormac FC have an important role to play in promoting good practice. Their priority has to be the Children's welfare, safety and enjoyment of the game.
- Adults should be aware of the emotional, physical and personal needs of Children and should ensure that Children are treated with integrity and respect.
- The trust implicit in adult Child relationships in sport places a duty of care on all adults, voluntary or professional, to safeguard the health, safety and welfare of the Child while engaged in football.
- Adults have a crucial leadership role to play and contribute to the creation of a positive sporting environment for Children. This allows the Child to develop and express themselves in an open and secure way.
- The principles referred to in Section 1 of this Policy should always be emphasised in football and Children should be given clear guidelines regarding acceptable standards of behaviour.
- The importance of participation for each Child, best effort and enjoyment rather than winning should be stressed. All Children should be valued and treated in an equitable and fair manner and every Child, irrespective of ability, should be involved in football in an integrated and inclusive way where possible.
- In particular all adult-Child relationships in our club should be:
  - open, positive and encouraging;
  - defined by a mutually agreed set of goals and commitments;
  - respectful of the creativity and autonomy of Children;
  - carried out in a context where Children are protected and where their rights are promoted;
  - free from any abuse or any threat of such abuse;
  - respectful of the needs and developmental stage of the Child;
  - aimed at the promotion of enjoyment and individual progress; • in accordance with FAI policies and codes;
  - respectful but not unquestioning of authority;

- aware that Children with disabilities or additional needs may be more vulnerable.

### **General Supervision of Children**

It is important to create a safe and enjoyable environment in which to play and train and to ensure any risks in relation to premises, training facilities and equipment are minimised with the implementation of appropriate safety rules. Children need to be supervised at all times as the likelihood of accidents happening increases when adequate supervision is not in place.

#### **In particular the following should be adhered to:**

- Ensure adequate Adult: Child ratios.
- There should be at least one adult of each gender with mixed parties.
- Children should be supervised at all times.
- Adults should avoid being left alone with Children. Clearly state times for start and finish of training and/or competitions. If late collections occur, participants should remain in pairs until all players have left.
- If a coach/manager needs to talk separately to a player this should be done in an open environment, in view of others.
- Respect the privacy of Children while changing, coaches/managers may only need to enter changing rooms where the Participants are very young or require special assistance. When necessary, Participants should supervise in pairs or seek assistance, it is the safety and welfare of the Participants that is of paramount importance.
- If a Child suffers an injury or accident the parents/guardians should be informed and necessary reports completed.
- Activities being undertaken should be suitable for the ability, age, and experience of the participants.
- Equipment and facilities should meet the highest possible standards and be appropriate to the maturity of the participants.
- All FAI Goalpost Safety Guidelines must strictly be adhered to and enforced.
- Where protective equipment is deemed necessary it should be used.
- First Aid should be available for all training sessions and matches.



## **10.2 Transport of Children**

- Children being transported should have the express permission of parents/guardians to do so.
- Appropriate insurance should be in place by the transporter and duties conducted in accordance with relevant legislation including the use of seat belts.
- Only the permitted number of passengers should be allowed in specific transport.
- Clear itineraries for transport arrangements including collection and drop off details and contact details for the appropriate adults in charge should be provided.
- Personnel shall not allow themselves to be alone with any one Child when assisting with transport arrangements.
- The use of private cars may be necessary from time to time but where possible this should be avoided.
- Parents/guardians have a responsibility to ensure that they are fully aware of any transport arrangements and that they are happy with them.
- Children should be collected promptly and it is a matter for parents/guardians to make any necessary arrangements.
- In the event that a parent/guardian is late for collection or drop off immediate contact should be made with the contact person involved.
- In the event a Child is late being collected efforts should be made to contact the parent/guardian to make whatever other appropriate arrangements can be made.
- It is a matter for parents/guardians to arrange transport to events for Children unless specific arrangements are made.
- If a private arrangement is made between parents/guardians they should be aware that there are extra responsibilities placed on persons who transport players to events.

## **10,3 Overnight and away trips**

All Rathcormac FC Volunteers have a responsibility to ensure the safety of the players with whom they work as far as possible within the limits of their control. There are additional responsibilities placed on adults accompanying teams in relation to the organisation of away trips and overnights.

### **The following general guidelines should be followed:**

- Trips away should be covered within the Clubs Risk Assessment and Child Safeguarding Statement

- All adults who travel on away trips with Children should be carefully chosen and appropriately vetted.
- Written permission of parents/guardians shall be required for all overnight trips. Parents/Guardians should complete the Parent/Guardian Medical Consent Form as attached in Appendix 6 disclosing any medical conditions or special needs of their Child/Children.
- A meeting with parents and Participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details. Ground rules and behavioural expectations can also be discussed.
- Participants should sign a behaviour agreement.
- Any group socialisation should take place in communal areas (i.e. no group gatherings in bedrooms at all).
- Alcoholic drink, smoking and other illegal substances/activities shall be forbidden and adults are expected to act as appropriate role models in this respect.
- Lights out times should be enforced.
- The roles and responsibilities of adults participating in away trips should be clearly defined.
- The organising body should appoint a team manager/head of delegation for all away trips having overall responsibility for the Children's wellbeing, behaviour and sleeping arrangements. Children should be informed at the outset to whom they can report any concerns they might have and shall be clearly encouraged to tell anybody if they should have a concern.
- On away trips, coaches should be accountable to the appointed team manager/head of delegation in all non-performance related matters.
- Where there are mixed teams there should be at least one female in the management/coaching structure.
- The team manager/head of delegation should submit a report as soon as possible after the trip recording any incidents/accidents or simply recording that no incidents arose.
- Adults should never share a room with a Child. Where the presence of an adult is absolutely necessary due to accommodation arrangements this should be agreed with parents/guardians in advance and arrangements made to ensure there should be an agreed number of children in the room with the adult.
- If Children are sharing rooms, it should be with those of the same age and sex, this should be agreed with parents/guardians in advance and should be strictly supervised
- Adults should respect Children's privacy and knock before entering rooms.

- Adults should avoid being alone with one Child. If talking separately, do so in an open environment, in view of others.
- Best practice is to ensure two coaches are on site for each team. Adequate Child ratios should always be maintained (this can depend on the ages of the Children, the nature of the activity involved or any special needs of the group) Sport Ireland provides a general guidance of **1:8 for under 12 years of ages and 1:10 for over 12 years of age**. Ensure at least one adult of each gender with mixed parties and that there is adequate supervision at all times.
- Ensure that there is adequate insurance cover for the trip and that any incidents are correctly reported.
- Parents/Guardians should be informed as soon as possible if their Child suffers any significant injury, accident or becomes unwell.

*\*Medical Consent form - 14.7*

## **11. ACCIDENT/INCIDENTS**

- Any accidents or incidents involving Children should be reported in full to the Children's Officer by completion of the appropriate report in Appendix 8.
- If a Child is referred for medical treatment contact should immediately be made with the Child's parent/guardian and the relevant consent form located for medical treatment.
- The Child should be accompanied by the person in charge of the Child, if for any reason enquiries should be made regarding any diagnosis or treatment.
- An incident report form should be completed in all cases whether medical treatment is required or not.
- In all cases insurers should be notified of the incident and the report form submitted for their records.

*\*Accident/Incident Form - 14.8*

## **12. INSURANCE**

Rathcormac FC will ensure that appropriate Insurance is in place to cover organised activities and programmes undertaken with Children or otherwise. Away trips will also be included in such cover and our insurance company will be informed in advance of such trips. In relation to away trips, parents/guardians will be advised of the need for comprehensive personal insurance to cover the Child, to include but not limited to medical or health insurance.

## **13. RECORD KEEPING**

All information gathered by the Rathcormac FC will be stored in a secure location with access only by the Children's Officer, Registrar and Treasurer. All records shall be maintained in an accurate manner so as to ensure the protection of children and any information shared will be on a need to know basis eg Coaches to be made aware of any Medical or Additional needs within their team.

# APPENDIX

1. Anti Bullying Policy
2. Social Media and Photographic Policy
3. FAI Support Guidance for Children with Additional Needs and Vulnerable persons.
4. Reporting Form
5. Garda Vetting Form
6. Safe Recruitment Form
7. Medical Consent Form
8. Accident/Incident Form

## **Anti Bullying Policy**

Rathcormac FC are committed to providing a caring, friendly and safe environment for all of our members so they can participate in football in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to tell and know that incidents will be dealt with promptly and effectively.

### **Objectives of this Policy**

- All club Members, Coaches, Officials and Parents will have an understanding of what bullying is.
- All club Members, Officials and Coaching staff will know what the club policy is on bullying, and follow it when bullying is reported.
- All players and parents will know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Players and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated

### **Recommended club action**

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate a committee ( 3 people) should meet with the parent and child being bullied to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
3. The same 3 persons should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If the Committee feel bullying has taken place, the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying

continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time. 5. In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.

6. All coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

### **Prevention:**

The club will have Code of Conduct for Player, Coach and Parents, which includes what is acceptable and proper behaviour for all members. The club's Children's Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

# **Social Media and Photographic Policy**

Rathcormac FC understands that the use of Social Media can help promote football if used appropriately.

This policy is aligned to the FAI Social Media Policy and applies to all Members, Club Officials, Coaches, Parents, Players and Volunteers. It is expected that all Members will uphold the ethos of Rathcormac FC in all Social Media interactions and use of photographic materials including any recordings.

## **Social Media**

- When using any Social Media platform you must read and comply with its terms of use.
- Do not upload, post or share any content that belongs to a third party without gaining their consent.
- It is important to not engage with irate players, parents or coaches on a public forum. Organise a meeting to allow all parties to discuss possible outcomes.
- If you are a Manager, Coach, Club Official, Referee or Medic you should not:
  - 1. Accept any player or referee that is under 18 as a friend on your personal social media page.
  - 2. Communicate with any person under the age of 18 through Social Media, Text, Phone or Email.
- All communication concerning under 18's should be made through Parent/Guardians. It is important to ensure all communications relate to specific club matters eg training, fixtures etc.

## **Setting up and running a Social Media Page for Rathcormac FC.**

- Do not use personal details to set up our clubs Social Media Page. You should always use a club email address and ensure that all log in details are kept safe and secure to avoid possible hacking.
- When setting up a Social Media platform for the club, there should be at least 3 administrators. These administrators should be responsible for up loading content and monitoring posts on the site. If any of these administrators are behaving inappropriately their access should be removed immediately.



- It is important to ensure that everyone within our organisation is aware of who is administering your Social Media Pages.
- Each administrator should be aware of the privacy and safety settings of our Social Media Page to ensure it is for use by only Rathcormac FC. The appropriate privacy settings should be enabled to avoid any inappropriate material appearing on our Social Media page. This will allow our administrators to manage the content on our Social Media Page and avoid any distress or reputational damage.
- Do not accept anyone under the age of 13 on our Social Media page. We should report underage users to the child's Parent/Guardian or Social Media outlet.
- Any user under the age of 18 looking to join our Social Media page should provide written Parental/Guardian consent in advance.
- No images or personal information of under 18's should be posted online without prior written consent from Parent/Guardian. It is critical that no user is asked to post any personal details of under 18's as certain information could be used to identify or locate them.
- The content of our page should be kept accurate and up to date.
- Any inappropriate use, such as bullying, is strictly prohibited and should be reported to our Children's Officer.
- If you are unsure about something you are about to post, then you should not do it. Always consider who will be able to view it and if in doubt, discuss it with our Children's Officer.

### **Photography and Filming**

There are inherent risks in posting personal information about Children or Vulnerable People as it can lead to them being identified and also their location. When posting photographs and videos the following points should be considered:

- It is essential that written consent is received from a child's Parent/Guardian before any photography or filming takes place.
- Children's name and any other additional information about them must not accompany any photo or video.
- Any person filming or taking photos must be Garda Vetted and have completed a FAI approved Safeguarding 1 course.

- If a child within your organisation is under a court order or is in the care of Child & Family Agency (Tusla/HSE), their image must not be placed on a public domain.
- Ensure that children are appropriately dressed and only allow images to be taken on the field of play. Photography/ filming must not take place in areas of personal privacy such as, changing rooms, showers and toilets.
- Camera phones should never be allowed into children's changing rooms, showers or toilets.
- If an individual who is engaging in photography/filming presents a serious concern or an immediate danger, please report the issue to your local Garda station or Tusla.
- If Parents/Guardians, professional photographers or other spectators are intending to photograph or video at an event they should also be made aware of the policy.

### **Personal use of Social Media sites.**

Rathcormac FC respects your right to use Social Media for personal use, however it is important to be mindful of the impact Social Media can have on others. When using Social Media it is important to consider your connection to Rathcormac FC and your role as a representative of the club.

The following conditions should be considered when using Social Media:

- You are responsible for your conduct when using any form of Social Media.
- Your personal views should not conflict with your existing role in football. You should be aware that what you publish will be public for many years.
- Be mindful of the impact your contribution might make to people's perception of Rathcormac FC.



The Football Association of Ireland (FAI) is committed to safely involving all children, young people and adults in football who want to play – this includes children who have additional needs and Vulnerable Persons. This is in line with Article 30 of the UN convention.

These support guidance notes will help Coaches, Clubs and Leagues support these players in football. It will enable them to be safely involved, however it is important these guidance notes are read alongside the other FAI policies and procedures including but not limited to; The Child Welfare and Safeguarding Policy and the Concern/ Complaint Policy.

If you have players who have additional needs or are defined as a vulnerable person at your club, the club may need to make reasonable adjustments to help them play or volunteer. This may be possible with a little extra support, preparation and understanding.

### How will you know if a player needs extra support and preparation?

It is not always easy to know if a child or vulnerable person has additional needs, sometimes it can be 'invisible', for example Attention Deficit Hyper Active Disorder (ADHD), Autistic Spectrum Disorder (ASD), Developmental Coordination Disorder/Dyspraxia, colour blindness and epilepsy. Also, it can be 'visible', such as Down's syndrome or reduced mobility. Many parents/carers will be comfortable sharing information about their child with the club. However, in some cases, parents/carers and children might prefer that others do not know or feel unsure about talking about it. Some parents/carers are afraid the player may be excluded if they tell you and some parents/carers may not be fully aware of their child's, additional needs. It is important that the Club follows a process for including children with additional needs and vulnerable persons and a positive attitude as this will help parents/carers, children and vulnerable persons be open about any supports they may need.

### Registration-Start as you mean to go on!

When the player registers with the Club it is best practice to complete a registration form. Parents, carers or the player should share enough relevant information with the Club to help you include and safeguard the player and should also update the Club if things change.

To maximise the potential for parents/carers to fill out all aspects of the registration form as accurately as possible, it is important that the Coach/Club representative talks through the form first and reassures them that the information shared will be used to maximise their player's potential and to ensure that the club has all the relevant information to be able to best put in place any supports that their player may need.

Do:

- Get full registration details of player
- Complete additional Football for All passport if needed (FAI Resource)
- Arrange meeting with parents, carer and coach and/or parents, player and coach - understand their abilities and goals and never assume.
- Develop training plan for player
- Regular reviews with parents, carers and players (if appropriate) on players progress
- Adjust plan following reviews if needed

It is never too late to ask for help or advice or a chat or to review how best to support the player. Clubs may also wish to speak with specific organisations such as the organisations listed on pages 5-6 of these guidance notes.

### What do we need to know?

This will depend on the player but the registration form and Football For All passport will guide you through important information regarding communication, sensory needs such as vision and hearing, physical health and behaviour.

It might be helpful to ask how the player responds to:

- Noise/large crowds
- Different places
- New people.
- Sometimes children, young people and vulnerable persons find change difficult and away games may mean they need some extra support or additional information in advance.

It will be the parents/ carers or the player themselves who knows best how the player can be supported. Therefore, it is really important to build a relationship with the parents/ carers and the player and ask for information, help or advice from them. It will also be important to reassure the player and their parent/carer that the information is kept confidential and only shared with people who need to know.

It is best practise to have a session plan so everyone knows how to support and coach the player. Examples of what might be entailed is signs that s/he may be feeling tired or unwell or not coping with the demands of the training/game. This can be part of a "what if" plan and some examples of solutions as part of this plan might be:

- Frequent roll on/roll off substitutions
- Change of position
- Time out
- Extra recovery time between training activity
- Other adjustments that bring out best in the player

## Communication

Communication is key to making good players and teams. Children with additional needs or vulnerable persons may need extra help to understand what they need to do and the whole team may need tips on communicating with each other so they can play well. Sometimes the tips will be really simple.

Examples of Good Practice:

- If the player has an Autistic Spectrum Disorder
  1. use clear and simple language,
  2. speak directly to the player and
  3. use their name to get their attention before speaking.
  4. try not to use 'negatives' such as 'don't pass the ball' as the player may only understand 'pass the ball'.
- Where a player uses Makaton, lámh or Irish Sign Language you may need to involve a parent/carer or to seek help from a disability expert to learn how best to communicate.
- If a player has ADHD they may need to be reminded of the task and have things repeated as they may be distracted by another sound or activity that's going on.
- If a player has a visual impairment or is deaf/hard of hearing explore with the player and their parent/carers to find out how best to support them.
- It is fine to ask the parents/carer to stay at training or games until you feel confident about including the player safely.

## Physical Health

Not all players will have physical health needs but if they do it will be helpful to have this information in the coach/ player/parent/carer action plan. This might need to be followed if the player is unwell or simply to check what impact exercise has on the player.

Examples of good practice are:

- Do they need extra breaks?
- Do they need extra fluids?
- Are there certain activities they need to avoid?
- Are time limits to be applied?
- It is ok to ask the parents to stay at training or games until you feel confident about including the player safely.

Remember it will also be important to reassure the player and their parent/carer that the information is kept safe and only shared with people who need to know.

## Challenging Behaviour

From time to time members of staff and volunteers delivering football to children/vulnerable persons may be required to respond to a player's behaviour that they find challenging. These guidelines aim to promote good practice which can help support players to manage their own behaviour. Clubs may want to engage with their Club Children's Officer and/or coaching or disciplinary committee for support or guidance on specific incidents. Or seek support from their local league.

Staff, volunteers, players and parents / carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour, such as the players code of conduct.

In dealing with players who display risk-taking or unacceptable behaviours, away from in a game situation, members of staff and volunteers might consider some of the following strategies, however please note this list is not exhaustive:

- Time out - from the activity, group or individual work- this is to be used as last resort and only if the player is risk to themselves or others or they want a break.
- Making up - the act or process of making amends.
- Behavioural reinforcement – rewards and praise for good behaviour, consequences for negative behaviour- e.g. missing an activity or trips (use consequences sparingly and only when their behaviour is a risk to themselves or others).
- Calming the situation - talking through with the players.
- Increased supervision by members of staff/ volunteers or parents/carers.
- Use of individual 'contracts' or agreements for their future or continued participation.

It is important to remember to avoid the use of strategies such as ignoring the player or shouting at the player and the use of physical restraint/removal. Physical restraint/removal should only be used in serious circumstance where a player is a threat to themselves or others. Members of staff and volunteers should review the needs of any player for whom consequences are frequently imposed. This review should involve the player and parents/ carers to ensure an agreed decision is made about the player's future or continued participation in the group or team. Whilst it would always be against the wishes of everyone involved in the FAI, ultimately, if a player continues to present a high level of risk or danger to him or herself, or others, he or she may not be able to continue participating. (See Flow Chart at the end of the document)

## Does a Club need extra safeguards?

Children with additional needs and vulnerable persons are more vulnerable to poor practice and abuse (Please see the Child Welfare and Safeguarding policy for further information).

It is sometimes hard for them to acknowledge poor practice or abuse, this can lead to the issue not being reported. They can often be isolated, more likely to be bullied and sometimes their disability may be used as an excuse to explain injuries. The player may not recognise abuse, they may be used to receiving personal care (such as being dressed or bathed) and not realise when touch is inappropriate or they may find people do not listen or believe them when they try to disclose. Some players struggle to understand 'social interactions' and may not realise that someone is behaving in a way that is not appropriate. For these reasons, it is important that Clubs follow all the policies and procedures which help safeguards such as the Child Welfare and Safeguarding Policy, the Safe Recruitment Practises, and the Social Media Policy.

## In Summary

- Be positive – aim high
- Celebrate success
- Ask the player/or parent/ or carers if you are not sure about something



- Have plans for players with known needs
- Make sure you understand the players communication needs
- Use clear and plain language
- If the player signs (Irish Sign Language) find out who can stay and help who also signs or proactively learn some basic football relevant sign language or use of visual cues such as image or cue cards.
- Think broadly about players and how you assist their development, for example a player who is colourblind or a player with autism may benefit from very simple adjustments to the colours of the cones or bibs.
- Plan carefully for dressing and changing and transporting if the players needs extra help
- Have enough helpers- you may need more than usual if the players needs extra support
- Learn to recognise the signs that a player is becoming stressed or aggravated and have a "what if" plan ready such as roll on and roll off substitution and time out off the pitch to allow the player some time to unwind and prevent disciplinary incidents.
- Within your Club house, publications, website and social media have positive images of children, young people and vulnerable persons – this helps build a welcoming feeling for players.
- Have a very clear anti bullying position that does not allow banter or teasing about disability or any other differences.
- Ensure all players sign the 'Player Code of Conduct'. You may need to take time explaining what this means and perhaps use pictures to help explain what is 'Acceptable' and 'Not Acceptable'.
- Clearly identify who players can go to if they have any concerns, worries or are upset.
- Remind everybody about 'touch' - some players may be very affectionate or perhaps frightened of touch so it's very important to know the player. Make sure any touch is safe and appropriate.
- Follow the FAI's social media policy - some children with additional needs and vulnerable persons have less understanding of boundaries and relationships so it's very important to stick to the guidance.
- Report concerns immediately, do not wait – you are only expressing concerns and remember – it is your responsibility to report. It might be nothing- but you might also help make the player and other children safer

## GETTING HELP AND ADVICE

There are many sources of help and advice locally and nationally.

### Intellectual Disability

- Inclusion Ireland
- Local Special School
- Local adult services (St. John of God's, Rehab Care. National Learning Network)
- Special Olympics Ireland
- Down Syndrome Ireland

### Sensory Disabilities (Deaf/Hard of Hearing/Visual Impairments)

- Deaf Sports Ireland
- Vision Sports Ireland
- National Council for the Blind
- Deaf Hear
- Schools for Deaf and Visually Impaired (Dublin & Limerick)

### Physical Disabilities

- Central Remedial Clinic
- Enable Ireland
- Irish Wheelchair Association
- Muscular Dystrophy Ireland
- Association of Irish Power-chair Football
- Irish Amputee Football Association

### Autism & Asperger's Syndrome

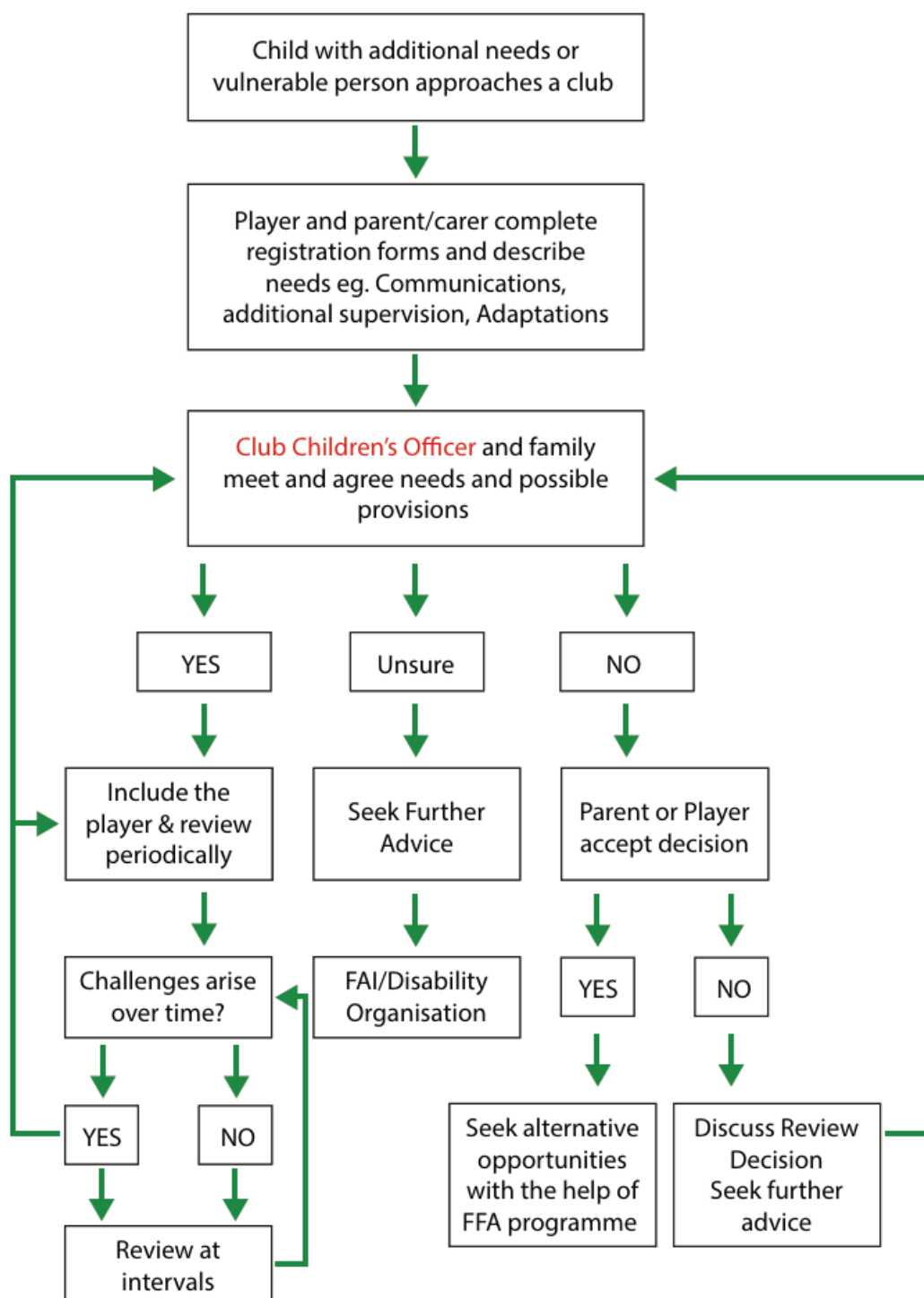
- Irish Society of Autism
- Dyspraxia Ireland

- [www.lamSamAslAm.ie](http://www.lamSamAslAm.ie)
- Get Autism Active - <https://www.getautismactive.com/>

### Other Supports

- Football Association of Ireland Football For All Programme
- Sports Inclusion Disability Officers within Local Sports Partnerships's
- Cara (Sport-Inclusion-Ireland)

The flow chart below is a process for including children with additional needs and vulnerable persons in a way that encourages the Club to make reasonable adjustments in an informed way.





Use block letters when filling out this form. Fields marked with an \* are mandatory.

|  |  |
|--|--|
| 1. Tusla Area (this is where the child resides)* |  |
| 2. Date of Report*                               |  |

### 3. Details of Child

|                                |                                  |                 |  |
|--------------------------------|----------------------------------|-----------------|--|
| First Name*                    |                                  | Surname*        |  |
| Male* <input type="checkbox"/> | Female* <input type="checkbox"/> | Date of Birth*  |  |
| Address*                       |                                  | Estimated Age*  |  |
|                                |                                  | School Name*    |  |
|                                |                                  | School Address* |  |
| Eircode                        |                                  |                 |  |

### 4. Details of Concerns\*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see 'Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns' for additional assistance on the steps to consider in making a report to Tusla

### 5. Type of Concern

|                       |                          |                |                          |              |                          |
|-----------------------|--------------------------|----------------|--------------------------|--------------|--------------------------|
| Child Welfare Concern | <input type="checkbox"/> | Neglect        | <input type="checkbox"/> | Sexual Abuse | <input type="checkbox"/> |
| Emotional Abuse       | <input type="checkbox"/> | Physical Abuse | <input type="checkbox"/> |              | <input type="checkbox"/> |



## 6. Details of Reporter

|   |  |                      |  |
|---|--|----------------------|--|
| <b>First Name</b>   |  | <b>Surname</b>       |  |
| <b>Address</b><br>If reporting in a professional capacity, please use your professional address |  | <b>Organisation</b>  |  |
|   |  | <b>Position Held</b> |  |
|   |  | <b>Mobile No.</b>    |  |
|   |  | <b>Telephone No.</b> |  |
| <b>Eircode</b>  |  | <b>Email Address</b> |  |

Is this a Mandated Report made under Sec 14, Children First Act 2015?\*

Yes

☐

No

☐

Mandated Person's Type

## 7. Details of Other Persons Where a Joint Report is Being Made

|   |  |                      |  |
|---|--|----------------------|--|
| <b>First Name</b>   |  | <b>Surname</b>       |  |
| <b>Address</b><br>If reporting in a professional capacity, please use your professional address |  | <b>Organisation</b>  |  |
|   |  | <b>Position Held</b> |  |
|   |  | <b>Mobile No.</b>    |  |
|   |  | <b>Telephone No.</b> |  |
| <b>Eircode</b>  |  | <b>Email Address</b> |  |

|   |  |                      |  |
|---|--|----------------------|--|
| <b>First Name</b>   |  | <b>Surname</b>       |  |
| <b>Address</b><br>If reporting in a professional capacity, please use your professional address |  | <b>Organisation</b>  |  |
|   |  | <b>Position Held</b> |  |
|   |  | <b>Mobile No.</b>    |  |
|   |  | <b>Telephone No.</b> |  |
| <b>Eircode</b>  |  | <b>Email Address</b> |  |

## 8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?\*

Yes

☐

No

☐

If the parent/carer does not know, please indicate reasons:

## 9. Relationships

|                                  |  |                              |                             |
|----------------------------------|--|------------------------------|-----------------------------|
| Details of Mother                |  |                              |                             |
| First Name                       |  | Surname                      |                             |
| Address                          |  | Mobile No.                   |                             |
|                                  |  | Telephone No.                |                             |
|                                  |  | Email Address                |                             |
| Eircode                          |  |                              |                             |
| Is the Mother a Legal Guardian?* |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

|                                  |  |                              |                             |
|----------------------------------|--|------------------------------|-----------------------------|
| Details of Father                |  |                              |                             |
| First Name                       |  | Surname                      |                             |
| Address                          |  | Mobile No.                   |                             |
|                                  |  | Telephone No.                |                             |
|                                  |  | Email Address                |                             |
| Eircode                          |  |                              |                             |
| Is the Father a Legal Guardian?* |  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

## 10. Household Composition

[illegible]

## 11. Details of Person(s) Allegedly Causing Harm

|                                |                                  |               |  |
|--------------------------------|----------------------------------|---------------|--|
| First Name*                    |                                  | Surname*      |  |
| Male* <input type="checkbox"/> | Female* <input type="checkbox"/> | Date of Birth |  |
| Address                        |                                  | Estimated Age |  |
|                                |                                  | Mobile No.    |  |
|                                |                                  | Telephone No. |  |
|                                |                                  | Email Address |  |
|                                |                                  | Organisation  |  |
|                                |                                  | Occupation    |  |
| Eircode                        |                                  | Position Held |  |

|  |  |
|--|--|
| Relationship to Child                  |  |
| Address at time of alleged incident    |  |
| If name unknown please indicate reason |  |

|                                |                                  |               |  |
|--------------------------------|----------------------------------|---------------|--|
| First Name*                    |                                  | Surname*      |  |
| Male* <input type="checkbox"/> | Female* <input type="checkbox"/> | Date of Birth |  |
| Address                        |                                  | Estimated Age |  |
|                                |                                  | Mobile No.    |  |
|                                |                                  | Telephone No. |  |
|                                |                                  | Email Address |  |
|                                |                                  | Organisation  |  |
|                                |                                  | Occupation    |  |
| Eircode                        |                                  | Position Held |  |

|  |  |
|--|--|
| Relationship to Child                  |  |
| Address at time of alleged incident    |  |
| If name unknown please indicate reason |  |

**12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family**

| Profession            | First Name | Surname | Address | Contact Number | Recent Contact<br>e.g. 3/6/9 months<br>ago |
|-----------------------|------------|---------|---------|----------------|--|
| Social Worker         |            |         |         |                |  |
| Public Health Nurse   |            |         |         |                |  |
| GP                    |            |         |         |                |  |
| Hospital              |            |         |         |                |  |
| School                |            |         |         |                |  |
| Gardaí                |            |         |         |                |  |
| Pre-school/<br>crèche |            |         |         |                |  |
| Other                 |            |         |         |                |  |

**13. Any Other Relevant Information, Including any Previous Contact with the Child or Family**

**Please ensure you have indicated if this is a mandated report in section 6.**  
Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, [www.tusla.ie](http://www.tusla.ie). As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

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#### 14. For Completion by Tusla Authorised Person on Receipt of Report

|                                    |     |                          |    |                          |  |
|------------------------------------|-----|--------------------------|----|--------------------------|--|
| Report Received by                 |     |                          |    |                          |  |
| First Name                         |     | Surname                  |    | Date                     |  |
| Mandated Report Acknowledgement by |     |                          |    |                          |  |
| First Name                         |     | Surname                  |    | Date Sent                |  |
| Authorised Person Signature*       |     |                          |    |                          |  |
| Date*                              |     |                          |    |                          |  |
| Child Previously Known             | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |  |
| Allocated Case No                  |     |                          |    |                          |  |

☐☐



# GARDA VETTING ID VALIDATION FORM

## FAI Proof of Identification for Garda Vetting

Before we can process your Garda Vetting Application, it is a Garda Vetting requirement that you complete an Identification Check. This form **MUST** be signed by an Authorised person in Section 2. This form along with **COPIES OF YOUR ID** should be uploaded to FAI Child Welfare & Safeguarding department through the FAI Comet system.

### SECTION 1 [to be completed by Applicant]- ALL FIELDS ARE MANDATORY FORM WILL BE RETURNED IF INCOMPLETE

Identification Details (to be verified by an Authorised Person)

Full Name:   
Current Address:   
Date of Birth:   
Email:  Phone:   
Club:   
League:   
National Body and/or Provincial Association:

### SECTION 2 [to be signed by an Authorised Person]

I have checked the identity of the applicant in the attached Garda Vetting Invitation Form against the original documents provided by the applicant to me. I have marked these on page 2 and I confirm that this is the person applying for Garda Vetting. I have informed the applicant that this information will be passed to the FAI and they have agreed to share their personal information with the FAI and appropriate, relevant organisations.

Full Name:   
Signed:   
Role [See section 3]:   
Club [if applicable]:   
League [if applicable]:   
National Body [if applicable]:   
Provincial Association [if applicable]:

[childwelfare@fai.ie](mailto:childwelfare@fai.ie)

Child Welfare & Safeguarding Department, Football Association of Ireland,  
National Sports Campus, Abbotstown Dublin 15



# GARDA VETTING ID VALIDATION FORM

## SECTION 3 [gather your original documents to a minimum value of 100 points, see list below]

The following Authorised Persons may verify applicant's identification and sign this form:

- Chairman [Designated Liaison Person]
- Children's Officer
- Secretary
- FAI Staff
- If not a member of the FAI, the Authorised person may be one of the following: Garda I School Principal I Doctor I Solicitor I Barrister I
- Commissioner for Oaths

## ORIGINAL ID PROOFING MUST BE VERIFIED, IN PERSON, BY AN AUTHORISED PERSON

**WARNING: It is an offence to knowingly make a false statement for the purpose of obtaining or enabling another person to obtain a Disclosure.**

## SECTION 4 - Identification:

In order to establish your identity for vetting purposes, an individual **must** provide documentary proof of **each** of the following:

- Valid Photographic ID to include name and date of birth
- Evidence of current address. (Statements from store cards/catalogue companies or Mobile phone bills are not acceptable)

Please note the following:

- Evidence of address provided must be dated within **6 months** of the date of application
- The name on the photo ID must match the name on your proof of address.
- There is no requirement on any individual to produce any specific document to prove their identity.

[childwelfare@fai.ie](mailto:childwelfare@fai.ie)

Child Welfare & Safeguarding Department, Football Association of Ireland,  
National Sports Campus, Abbotstown Dublin 15





# GARDA VETTING ID VALIDATION FORM

## A LIST OF ACCEPTABLE DOCUMENTS (100 POINTS MINIMUM REQUIRED)

| Identification   | Score | Tick |
|--|-------|------|
| Irish driving licence or learner permit (new credit card format)   | 80    |      |
| Irish Public Services Card (Please note that an organisation can only request or accept the PSC if it is a specified body under <a href="#">Schedule 5 of the Social Welfare Consolidation Act 2005</a> (as amended).) | 80    |      |
| Passport (from country of citizenship)   | 70    |      |
| Irish certificate of naturalisation  | 50    |      |
| Birth certificate  | 50    |      |
| Garda National Immigration Bureau (GNIB) card  | 50    |      |
| National Identity Card for EU/EEA/Swiss citizens   | 50    |      |
| Employment ID  |       |      |
| ▪ ID card issued by employer (with name and address)   | 35    |      |
| ▪ ID card issued by employer (name only)   | 25    |      |
| Letter from employer (within last two years)   |       |      |
| ▪ Confirming name and address  | 35    |      |
| P60, P45 or Payslip (with home address)  | 35    |      |
| Utility bill e.g. gas, electricity, television, broadband (must be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)   | 35    |      |
| Public services card/social services card/medical card   | 25    |      |
| ▪ With photograph  | 40    |      |
| Bank/Building Society/Credit Union statement   | 35    |      |
| Credit/debit cards/passbooks (only one per institution)  | 25    |      |
| National age card (issued by An Garda Síochána)  | 25    |      |
| Membership card  |       |      |
| ▪ Club, union or trade, professional bodies  | 25    |      |
| ▪ Educational institution  | 25    |      |
| Correspondence   |       |      |
| ▪ From an educational institution/SUSI/CAO   | 20    |      |
| ▪ From an insurance company regarding an active policy   | 20    |      |
| ▪ From a bank/credit union or government body or state agency  | 20    |      |
| Children under 18 years (any one of the following)   |       |      |
| ▪ Birth certificate  | 100   |      |
| ▪ Passport   | 100   |      |
| ▪ Written statement by a principal confirming attendance at educational institution on a letter head of that institution   | 100   |      |
| Recent arrival in Ireland (less than 6 weeks)  |       |      |
| ▪ Passport   | 100   |      |
| Vetting Subject is unable to achieve 100 points**  |       |      |
| ▪ Affidavit witnessed by a Commissioner for Oaths  | 100   |      |
| TOTAL  |       |      |

childwelfare@fai.ie

Child Welfare & Safeguarding Department, Football Association of Ireland,  
National Sports Campus, Abbotstown Dublin 15



## **SAFE RECRUITMENT**

Rathcormac FC will take all reasonable steps to ensure that coaches, managers and volunteers are suitable to work with children and young people.

The purpose of the Recruitment Policy is to provide for a lawful, appropriate and objective recruitment process, that best allows the Club to place and support the right people within the right roles.

The recruitment process will be run by a selected group within the Club tasked with this role, this group must always include the involvement of the Club's Children's Officer. Any documentation relating to recruitment is confidential and should only be viewed by the selected group.

### **Steps that will be taken during the recruitment procedure:**

**Application form** – A brief application form will be provided for all applicants. This ensures the relevant information is collected and recorded as necessary. The applicant will then meet with the club's Children's officer to discuss the role involved.

**Induction** – Every new volunteer will have received an induction to ensure that they are familiar with their surroundings, comfortable and made aware of the club's policies and procedures. The club will also provide a role description for all new volunteer positions that will include a set of tasks and all club requirements.

**Garda Vetting** – In line with legislation and the FAI's child welfare and safeguarding policy everyone working with children or vulnerable adults will require Garda Vetting before starting their role.

**Child Safeguarding** - Volunteers will also be required to undertake a Child Safeguarding 1 course before they commence their role.

**Training** – Where possible the club will provide training to upskill volunteers.

**Volunteers** – All volunteers will adhere to the club's and the FAI's rules and codes of conduct.

# Volunteer/Coach Application Form

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

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

**Email:** \_\_\_\_\_

**Phone :** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Coaching Qualifications or Qualifications related to the position:**

| TITLE | DATE FROM/TO |
|-------|--------------|
|       |              |
|       |              |
|       |              |

### Previous experience/involvement in sport?

**Have you ever been convicted of a criminal offence? Yes / No**

*If 'yes' we will discuss this with you in confidence.*

**Any other information we might need to know?**

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I have read and made myself familiar with Rathcormac FC's Policies and Procedures and agree to abide by these.

*\* can be found on our Website Rathcormac FC*

I have read the role description for the role I am applying for and agree to conduct myself in line with FAI/Rathcormac FC's Code of conduct and best practice guidelines.

I will complete my Garda Vetting and Safeguarding before commencing my role within the club.

I understand that failure to comply with any of the above could result in my position within the club being terminated.

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



|           |  |
|-----------|--|
| CLUB NAME |  |
|-----------|--|

### Parent/ Guardian Medical Consent Form

|                 |  |
|-----------------|--|
| Name of Athlete |  |
|-----------------|--|

|         |  |
|---------|--|
| Address |  |
|---------|--|

|               |  |
|---------------|--|
| Date of Birth |  |
|---------------|--|

|                                     |  |
|-------------------------------------|--|
| Parent/Guardian Contact Tel. Number |  |
|-------------------------------------|--|

|   |  |
|---|--|
| Parent/Guardian Alternative Tel. Number |  |
|---|--|

|      |  |
|------|--|
| Club |  |
|------|--|

### Medical Information

|                                    |
|------------------------------------|
| Any specific medical requirements? |
|                                    |
|                                    |
|                                    |
|                                    |
|                                    |
|                                    |

|                                    |
|------------------------------------|
| Any specific medical requirements? |
|                                    |
|                                    |

|                                    |
|------------------------------------|
| Any specific medical requirements? |
|                                    |
|                                    |

In the event of a medical emergency, I/We authorise the Football Association of Ireland's nominated Event Leader to consent to emergency medical treatment as may be deemed necessary on appropriate professional medical advice.

|                          |  |
|--------------------------|--|
| Signed (Parent/Guardian) |  |
|--------------------------|--|

|                   |  |
|-------------------|--|
| Please print name |  |
|-------------------|--|

|      |  |
|------|--|
| Date |  |
|------|--|



CLUB NAME

Accident/Incident Report Form (Please use block capitals or type this form)

Name of person  
completing this form

Title/Role

Address

Tel. Number

Mobile Number

Accident Details

Date and Time

Venue

Name of person  
completing this formName of person  
completing this formName of person  
completing this formWitness 1 Contact  
DetailsWitness 2 Contact  
Details

Signature

Date