



FAI CHILD WELFARE & SAFEGUARDING POLICY

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CHILD WELFARE & SAFEGUARDING POLICY

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Glossary

- » **Association** means Cumann Peile na hÉireann, the Football Association of Ireland, being the company whose name appears in the heading the Constitution;
- » **Board** shall mean the board of Directors of the Association, as more particularly described and regulated in Articles 17 to 26 of the FAI Handbook;
- » **Child Welfare and Safeguarding Committee** shall mean a sub-committee of the Governance Committee. Full details of the Child Welfare & Safeguarding committee can be found within section 7 of the policy.
- » **Children, Child or Young Person** shall mean a person under the age of 18 other than a person who is or has been married.
- » **Children First Act (2015)** shall mean the Act for the purposes of making further and better provision for the care and protection of Children and for those purposes to require that preparation, by certain providers of services to Children, of Child Safeguarding Statements; to require certain persons to make reports to the Child and Family Agency in respect of Children in certain circumstances; to require certain persons to assist the Child and Family Agency in certain circumstances.
- » **Children First: National Guidance for the Protection and Welfare of Children 2017** shall mean the guidance published by the Department of Children and Youth Affairs in 2017 which includes information on the statutory obligations for those individuals and Organisations under the Act. It also sets out the best practice procedures that should be in place for all Organisations providing services to Children.
- » **Child Risk Assessment** shall mean a Risk Assessment which is carried out to identify whether a Child could be harmed whilst using the service.
- » **Child Safeguarding Statement** shall mean a statement that outlines the policies and procedures which are in place to manage the risks that have been identified through the Risk Assessment.
- » **Club** means a football club which is a member of a League.
- » **Children's Officer** shall mean the person to whom the Child welfare day to day functions are delegated to by the relevant Club, League or Member. Their remit shall be a key component of the Safeguarding Statement and they shall be the Relevant Person for the Child Safeguarding Statement.
- » **Coach** shall mean an individual registered in one or more of the different coaching roles with a Club and/or League as detailed by the Association on the Football Management System from time to time.
- » **Designated Liaison Person** shall mean the person who is responsible for ensuring that safeguarding reporting procedures within the Club, League and Member are followed so that Child welfare and protection concerns are referred promptly to Statutory Authorities, and will also liaise with outside agencies.
- » **Deputy Designated Liaison Person** shall mean the person who carries out the duties of the Designated Liaison Person when the Designated Liaison Person is unavailable.
- » **Disciplinary Regulations Officer** shall mean the person who is charged with certain responsibilities as set out in the FAI Governance Handbook.
- » **FAI Football Management System** shall mean the Football Management System used by the Association. Any reference to Football Management System or system shall mean the same.

- » **FAI Governance Handbook** shall mean the handbook which documents the constitution and regulations of the Association by which all Leagues, Clubs and Members of the Football Association of Ireland and participants must abide.
- » **FAI Child Welfare & Safeguarding Manager** shall mean a safeguarding officer who is employed for the purpose of performing the child welfare and protection function of sporting organisations offering services to children; the FAI National Children's Officer, FAI Designated Liaison Person, FAI Liaison person for the National Vetting Bureau, the FAI safeguarding focal point for UEFA & FIFA.
- » **Governance Committee** shall mean a Business Committee set up by the Board of the Association in accordance with the FAI Governance Handbook.
- » **Harm** shall mean, as defined in the Children First Act 2015, in relation to a Child—
 - (a) assault, ill-treatment or neglect of the Child in a manner that seriously affects, or is likely to seriously affect the Child's health, development or welfare, or,
 - (b) sexual abuse of the Child.

whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances or otherwise.

- » **League** means any group of persons or a company or an unincorporated association which is affiliated to a Member and which is established to organise, manage and run a league or cup competition for Clubs;
- » **Liaison Person** shall mean the registered person(s) with The National Vetting Bureau for the purposes of Garda Vetting on behalf of the Football Association of Ireland
- » **Mandated Persons** shall mean, as set out in Schedule 2 of the Children's First Act 2015, persons who have contact with Children and/or families and who, because of their qualifications, training and/or employment role, are in a key position to help protect Children from harm.
- » **Member** means a body which has been admitted as a Member of the FAI General Assembly in accordance with the FAI Constitution;
- » **National Body** - means each of the Colleges Football Association of Ireland, Defence Forces Football Association, Football Association of Ireland Schools, Football For All, Irish Soccer Referees Society, Irish Universities Football Union, the Women's Soccer Colleges Association of Ireland or anybody formed from any of the above named bodies, and the Schoolboys/girls Football Association of Ireland and such other national bodies as the General Assembly may from time to time admit to membership of the National Body Chamber and which shall each be responsible for the areas of football as set out in their respective constitutions or rules as from time to time approved by the Association;
- » **National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016** - shall mean the act that provides a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also creates offences and penalties for persons who fail to comply with its provisions.
- » **Organisation** shall mean all Clubs, Leagues and Member who provide a service to Children.
- » **Participants** shall mean a Player, Official, Manager, Match Official, Match Agent, Intermediary and all such persons who are from time to time participating in any activity sanctioned by the Association or by any Member;
- » **Provincial Associations** shall mean the Connacht Football Association, Leinster Football Association, Munster Football Association and Ulster Football Association each of which is responsible for the areas of football administration and governance as set out in their respective constitutions or rules as from time to time approved by the Association;
- » **Relevant Person** - shall mean the person who is appointed as the Children's Officer within National

Bodies, Provincial Associations, Leagues, Clubs, to be the first point of contact in respect of an Organisation's Child Safeguarding Statement.

- » **Relevant Service** - shall mean Organisations that have statutory responsibilities under the Children First Act 2015, any work or activity which consists of the provision of educational, research, training, cultural, recreational, leisure, social or physical activities to Children.
- » **Stand Down Order** shall mean an order which is issued as a precautionary measure to any person who is the subject of a complaint or inquiry by a Statutory Authority in relation to any Child Welfare or Vulnerable Person concern and/or safeguarding concern outside of a Statutory complaint or inquiry. A Stand Down Order is issued to an individual to immediately refrain from particular activities within the FAI for a specified or indefinite period pending the outcome of an enquiry or investigation in accordance with FAI Regulations.
- » **Statutory Authorities** shall mean those state bodies which promote the welfare and protection of Children and Vulnerable Persons and have a legal responsibility for the investigation and/or validation of suspected abuse, and these include but are not limited to An Garda Síochána, and the Child and Family Agency (Tusla).
- » **The Policy** shall mean this FAI Child Welfare and Child Safeguarding Policy.
- » **Vulnerable Person** (for the purposes of Garda Vetting and definition take from the National Vetting Bureau Act 2012-2016) means a person, other than a Child, who—
 - (a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
 - (b) has an intellectual disability,
 - (c) is suffering from a physical impairment, whether as a result of injury, illness or age, (d) has a physical disability which is of such a nature or degree:
 - i. As to restrict the capacity of the person to guard himself or herself against harm by another person, or
 - ii. That results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

Foreword

The Football Association of Ireland is committed to ensuring that Children and Young Persons can participate in all football activities in a safe, fun & inclusive 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 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.

The FAI acknowledges that all our members, Leagues, Clubs and volunteers are playing their part in providing an enjoyable and safe environment in which Children 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 which has contributed in no small way to making football one of the biggest participation sports in Ireland today, with over 450,000 participants. The work of Club, League and Members, particularly the 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.

Football Association of Ireland Board

1. Policy Statement

1.1 Why do we need a Policy?

The FAI Child Welfare and Child Safeguarding Policy (the “Policy”) aims to set out guidelines, procedures and support to assist those working with Children within the game. 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 At whom is the policy aimed?

The Policy is aimed at all those working and engaged in football activities under the jurisdiction of the Football Association of Ireland (FAI). As outlined in the FAI Governance Handbook regulations, all must adhere to this policy. Clubs, Leagues and Member may choose to develop their own Safeguarding documents but these documents must not contradict information outlined in the policy.

The FAI is committed to following the principles and practice guidelines contained in the Policy by:

- » Recognising that the safety, protection and welfare of Children 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 ;
- » Ensuring Clubs, Leagues and Members appoint a Children’s Officer and Designated Liaison Persons
- » Have a Child Welfare & Safeguarding Department, headed up by a Child Welfare and Safeguarding Manager in the FAI;
- » Ensuring all Club, League and Members adhere to statutory obligations relating to Child welfare and safeguarding.
- » Providing appropriate regulations for the protection of Children within the FAI Governance Handbook;
- » Appointing a Child Welfare and Safeguarding Committee responsible for overseeing the FAI’s policy on child protection and its implementation;
- » Providing a clear pathway for the investigation of complaints and appropriate disciplinary procedures;
- » Providing codes of practice and templates for all members.
- » Ensuring regular checks and audits are completed to confirm compliance by clubs, leagues and members with Safeguarding measures.

1.3 What is contained within the Policy?

In particular the Policy outlines;

- » Legislation - statutory obligations such Children’s First Act 2015
- » Child Welfare and Safeguarding roles within Clubs and Leagues
- » Checks and audits

- » the various types of abuse which can arise;
- » the recommended reporting procedures;
- » guidance on handling a complaint
- » guidance on issuance of Stand Down Orders
- » guidance on disciplinary actions
- » guidance on Garda Vetting
- » guidance on communication and social media.
- » safe recruitment and management practices;
- » the process for involving parents and Children;
- » guidance on confidentiality;
- » principles of safe record keeping;

1.4 Who approves the Policy?

The Policy is approved by the Board of the FAI. Proposals for additions and/or amendments are considered by the Child Welfare and Safeguarding Committee of the FAI, a sub-committee of the Governance committee, on an ongoing basis. Once proposed amendments are approved by the Committee they are then put forward to the Board for final approval. Further details on the Child Welfare & Safeguarding committee can be found within section 7 of the policy.

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, 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.

(i) Safe Environment

The safety and welfare of Children 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 should be suitable for their positions, i.e. all should be Garda vetted and should be aware of the principles of Children First Act (2015) and the requirements of the Policy. Administrators should ensure proper procedures are put in place to ensure our Children can participate in a safe manner and that concerns regarding their welfare are correctly and speedily handled.

(ii) The Needs of the Child

A balanced approach to competition can make a significant contribution to the development of Children, while at the same time providing fun, enjoyment and satisfaction. Participants should put the welfare of the child first and competitive standards second. A Child-centred/ approach will help to ensure that competition and specialisation are kept in their appropriate place.

(iii) Integrity and Respect

Adults interacting with Children 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 and in the context of quality and open working relationships. Abuse of any kind is unacceptable within football.

(iv) Equality

All Children should be treated in an equitable 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.

(v) Fair Play

All Children's football should be conducted in an atmosphere of fair play.

2. Legislation

2.1 Children First Act 2015: Statutory Obligations

Clubs, Leagues and Members who facilitate football for children (including adult clubs who registered 16-17 year olds) 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.

2.1.1 Risk Assessment

A Risk Assessment is an exercise where the Relevant Service examines all aspects of the service from a safeguarding perspective to establish whether there are any practices or features of the service that have the potentials to put Children at risk.

The Risk Assessment process is intended to enable the organisation 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

Further guidance and a sample of a Risk Assessment can be found within appendix 4 and 5 of this Policy. Alternatively samples can be found on the website, links to which are in appendix 1.

2.1.2 Child Safeguarding Statement

This is a written statement that 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.

- (a) The statement must include both the written Risk Assessment and the procedures that are in place to;
 - » Manage any risk identified
 - » Investigate an allegation against any volunteer or staff member about any act, omission or circumstance in respect of a Child availing of the service
 - » Select and recruit volunteers and staff who are suitable to work with Children
 - » Provide information and training to volunteers and staff on Child protection and safeguarding issues
 - » Enable volunteers or staff members, whether Mandated Persons or otherwise, to make a report to Tusla in accordance with the Act or any guidelines issued by the Minister for Children and Youth Affairs
 - » Maintain a list of persons in the Organisation who are Mandated Persons under the Act
 - » Appoint a Relevant Person in the Organisation for the purposes of the Act.
- (b) The Child Safeguarding Statement should provide an overview of the measures that the Relevant Service has put in place to ensure that Children are protected from Harm
- (c) It may also refer to more detailed policies which can be made available on request
- (d) The Relevant Service must circulate the Child Safeguarding Statement to all volunteers and employees.
- (e) The Relevant Service must also display the Child Safeguarding Statement publicly and make it available to parents and guardians, Tusla and members of the public upon request. This may be done by displaying it on the Club/League website.
- (f) The Child Safeguarding Statement must be reviewed every two years, or sooner if there has been a material change in any of the issues to which it refers.

A sample of a Child Safeguarding Statement can be found on the FAI website a link to this is in the appendices (appendix 1).

A check list for statements can be found within appendix 2 of this policy.

A copy of The Football Association of Ireland's Child Safeguarding Statement can be found on the FAI website (link in appendix 1, or a request can be made for a copy via the FAI Child Welfare & Safeguarding Department).

2.1.3 Appointing a Relevant Person

The Relevant Person for Club, League and Members will be under the roles and responsibilities of the Children's Officer. See section 3 of the policy Child Welfare and Safeguarding Roles.

2.1.4 Register of Non-compliance

There is a provision in the Children First Act 2015 for Tusla – Child and Family Agency to establish and maintain a register of non-compliance for service providers who fail to provide a copy of the Child Safeguarding Statement to Tusla when requested to do so.

Please note- Non-compliance could also lead to disciplinary action against a Club, League and Member as this would be a breach of FAI Governance Handbook regulations and the policy.

2.1.5 Mandated persons

The Children First Act 2015 places a legal obligation on certain people, many of whom are professionals, to report Child protection concerns at or above a defined threshold to Tusla - Child and Family Agency. These Mandated Persons must also assist Tusla, on request, in its assessment of Child protection concerns about Children who have been the subject of a mandated report. Relevant organisations must maintain a list of mandated persons within their organisation as required under the Children First Act 2015. More details on this role can be found within section 3 of the policy.

2.2 The Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012

Under this Act, it is a criminal offence to withhold information about a serious offence, including a sexual offence, against a person under 18 years or a vulnerable person. The offence arises where a person knows or believes that a specified offence has been committed against a child or vulnerable person and he or she has information which would help arrest, prosecute or convict another person for that offence, but fails, without reasonable excuse, to disclose that information, as soon as it is practicable to do so, to a member of An Garda Síochána. The provisions of the Withholding legislation are in addition to any reporting requirements under the Children First Act 2015.

2.3 National Vetting Bureau (Children and Vulnerable Persons) Acts, 2012 – 2016

Under these Acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The Acts create offences and penalties for persons who fail to comply with their provisions. Statutory obligations on employers in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016.

More information on this can be found within section 11 of the policy.

2.4 Child Care Act 1991 –

This is the key piece of legislation which regulates child care policy in Ireland. Under this Act, Tusla has a statutory responsibility to promote the welfare of children who are not receiving adequate care and protection. If it is found that a child is not receiving adequate care and protection, Tusla has a duty to take appropriate action to promote the welfare of the child. This may include supporting families in need of assistance in providing care and protection to their children. The Child Care Act also sets out the statutory framework for taking children into care, if necessary.

2.5 Criminal Law (Sexual Offences) Act 2017

This Act addresses the sexual exploitation of children and targets those who engage in this criminal activity. It creates offences relating to the obtaining or providing of children for the purposes of sexual exploitation. It also creates offences of the types of activity which may occur during the early stages of the predatory process prior to the actual exploitation of a child, for example, using modern technology to prey on children and making arrangements to meet with a child where the intention is to sexually exploit the child. The Act also recognises the existence of underage, consensual peer relationships where any sexual activity falls within strictly defined age limits and the relationship is not intimidatory or exploitative.

It is an offence for a person in authority to engage or attempt to engage in a sexual act with a child under 18 years of age.

2.6 Protections for Persons Reporting Child Abuse Act 1998

This Act protects you if you make a report of suspected child abuse to designated officers of Tusla or to members of the Gardaí as long as the report is made in good faith and is not malicious. Designated officers also include persons authorised by the Chief Executive Officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the Children First Act 2015.

This legal protection means that even if you report a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you had not acted reasonably and in good faith in making the report. If you make a report in good faith and in the child's best interests, you may also be protected under common law by the defence of qualified privilege.

You can find the full list of persons in Tusla and the HSE who are designated officers under the 1998 Act, on the website of each agency

2.7 Criminal Justice Act 2006

Section 176 of this Act created an offence of reckless endangerment of children. This offence may be committed by a person who has authority or control over a child or abuser who intentionally or recklessly endangers a child by:

- i. Causing or permitting the child to be placed or left in a situation that creates a substantial risk to the child of being a victim of serious harm or sexual abuse; or
- ii. Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

2.8 EU general data protection regulations (GDPR), Article 6

Article 6 of the General Data Protection Regulation (GDPR) sets out what the potential legal bases are, namely: consent; contract; legal obligation; vital interests; public task; or legitimate interests as rationale for sharing personal information. Article 6 set out the rationale for sharing personal information by organisation, such as the FAI, in the absence of express consent where it is necessary for compliance with a legal obligation.

2.9 Protected Disclosure Act 2014, amended 2022.

Protects workers in the public, private and not-for-profit sectors from retaliation if they speak up about wrongdoing in the workplace. Workers can report wrongdoing internally to their employer or externally to a third party, such as a prescribed person. Persons who make protected disclosures (sometimes referred to as "whistleblowers") are protected by law, meaning they should not be treated unfairly or lose their job because they have made a protected disclosure.

3. Child Welfare and Safeguarding Roles & FAI Checks & Audits

All Club, League and Members are required to have two key roles in place in order to fulfil the Child welfare and safeguarding roles and responsibilities within the Organisation. These two roles are Children's Officer and Designated Liaison Person.

Please note as detail in the glossary the FAI Child Welfare and safeguarding manager fulfils the following roles for the FAI as Children's officer, Designated Liaison Person, and is considered a mandated person under the Children First Act 2015.

3.1 Children's Officer

- (a) The appointment of a Children's Officer is an essential element in the creation of a quality atmosphere in any relevant service.
- (b) 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.
- (c) The Children's Officer should be a member of or have access to, the Club/League/Members Management Committee.
- (d) To undertake the role of Children's Officer, the individual must have completed the Safeguarding 1 and Safeguarding 2 courses and have fully completed current Garda Vetting through the FAI and in date. Please see the training section within section 12 and section 11 for Garda Vetting for further details.
- (e) The Children's Officer roles and responsibilities are;
 - » Be familiar with and follow the FAI Child Welfare and Safeguarding policy, Complaints and Disciplinary procedures, 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, with contact details available on the Statement.
 - » Host regular information meetings and get parental involvement
 - » Ensure that the Relevant Services 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.
 - » Make contact with League, Members and FAI Childrens Officers roles.
 - » In addition to the functions outlined above, all League and Member Children's Officers should ensure that all affiliated clubs and Leagues with members/participants under the age of eighteen have at least one Club/League Children's Officer appointed, that the clubs and leagues have completed a Risk Assessment and have a Child Safeguarding Statement in place. The League

and Member Children's Officer should also maintain a database with all of this information, along with training records of all the Club's Children's Officers which should be forwarded to the Football Association of Ireland's Child Welfare and Safeguarding Manager on an annual basis.

» This is not an exhaustive list.

(f) The club, league & Member may wish to have two children's officers in place or have another person within the club committee trained to fulfil the role in the event there is a conflict of interest of the Children's officer is unavailable.

The Children's officer does not have independent responsibility of investigating or validating Child protection concerns within the Club/League/member. This responsibility lies with the Gardaí and Tusla. Nor do they have no counselling or therapeutic role. This responsibility lies with the HSE.

3.2 Designated Liaison Person

(a) The Clubs, Leagues, and Members Designated Liaison Person shall be the person holding the highest office within the football body (Chairperson) who will be responsible for dealing with any concerns about the protection of Children.

(b) The Designated Liaison Person is responsible for reporting allegations or suspicions of Child abuse to Tusla and/or An Garda Síochána,

(c) Deal with any information provided to them by Tusla and/or An Garda Síochána in line with policy.

(d) The Football Association of Ireland's Child Welfare and Safeguarding Manager, who is also a Mandated Person, is available to discuss any of the necessary elements of the policy or procedures with the Designated Liaison Person

(e) The Designated Liaison Person may issue Stand Down Orders as necessary, which is outlined further within section 8 of the policy

(f) To undertake the role of Designated Liaison Person, the individual must have completed the Safeguarding 1 and Safeguarding 3 course and have fully completed current Garda vetting through the FAI which is in date. Please see the training section within section 12 of the Policy and section 11 for Garda vetting for further details.

(g) Clubs, Leagues, and Members should make the name and contact details of the Designated Liaison Person available to all staff and volunteers working within the Organisation and available on the relevant services Child Safeguarding Statement. It may also be useful to appoint a Deputy Liaison Person who can fulfil the role when the Designated Liaison Person is not available.

(h) The Designated Liaison Person Roles and Responsibilities are;

- » Have knowledge of the FAI Child Welfare and Safeguarding Policy, 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 or accessing the online Tusla reporting portal, (see appendix 8 for 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 Department 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 worker in Tusla – Child and Family agency and/ or An Garda Síochána of relevant concerns about individual Children, using the Reporting Form or through the Tusla Portal, keep a copy of this form and ensure acknowledgement of receipt of this form.
- » Report any retrospective reports of abuse to TUSLA
- » Assist with any joint reporting with a mandated person. Please see section 5.19 for more information on this.
- » Inform the FAI Child Welfare & Safeguarding Manager/Child Welfare and Safeguarding department when a report to a statutory body has been made in relation to a participant.
- » Liaise with FAI Child Welfare & Safeguarding Manager when a Stand Down Order has been issued in line with policy.
- » Reporting poor practice to their relevant governing body (For example Club to League) 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 independent responsibility of investigating or validating Child protection concerns within the Club/League/member. This responsibility lies with the Gardaí and Tusla. Nor do they have no counselling or therapeutic role. This responsibility lies with the HSE.

3.3 Mandated persons

(a) The Children First Act 2015 places a legal obligation on certain people, many of whom are professionals, to report Child protection concerns at or above a defined threshold to Tusla - Child and Family Agency.

(b) As defined in the Children First Act, 2015, “harm” means, in relation to a child

- I. assault, ill-treatment, or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development, or welfare, or
- II. sexual abuse of the child,

whether caused by a single act, omission or circumstance or a series or combination of acts, omissions, or circumstances, or otherwise.

(c) Some individuals may fulfil this role within the club, league, member, such as doctor, physiotherapist, psychologist.

(d) Some individual may fulfil this role at all times such as members of An Garda Síochána, and foster carers.

(e) With exception to those who fulfil detail in 3.3.3, individuals must fulfil one of the roles detailed in appendix 6 of this policy within the Organisation to be classified as a Mandated Person for that Organisation.

- (f) Guidance with a full list of people who are classified as Mandated Persons under the Act can be found within the appendix 6 along with the Mandated Persons thresholds for reporting in appendix 7.
- (g) Mandated Persons must assist Tusla, on request, in its assessment of Child protection concerns about Children who have been the subject of a mandated report.
- (h) Mandated persons at all levels of the game should follow reporting procedures outlined in section 5.
- (i) For the FAI the FAI Child Welfare and safeguarding department, hold a list of those who met their criteria of mandated person for the organisation which collated with the assistance of other relevant departments such as the people and culture department and the international team operations department.
- (j) Clubs, leagues and Members should also maintain a list of mandated persons within their organisation as required under the Children First Act 2015.
- (k) When recruiting volunteers/coaches for their organisations, clubs, leagues and members should ask if the person fulfils the role of mandated person at all times or could be fulfilling the role within the organisation due to their role in the organisation and then keep a list of all.

3.4 FAI Checks & Audits

- (a) To ensure continued compliance with all child protection and safeguarding legislation & measures, the FAI will complete checks at regular intervals.
- (b) These checks will take two forms:
 - » Spot checks throughout the year on clubs & leagues in different areas of the country.
 - » Full audits of all clubs and league bi-yearly.
- (c) The areas which will be reviewed during the audit are:
 - » The child risk assessment
 - » The Child safeguarding statement
 - » Safe recruitment practices
 - » Garda vetting
 - » Safeguarding Training
 - » Support and supervision
 - » Safeguarding roles
 - » Code of conducts
 - » Concern-complaints
 - » Procedures in place for handling concerns-complaints
 - » Statistics in relation to complaints received
 - » Themes of complaints received
 - » Learning taken from the complaint

- (d) Relevant documentation should be uploaded onto the organisation's Connect profile under the additional information tab.
- (e) All coaches, volunteers and safeguarding roles should also be connected to the relevant services Connect profile.
- (f) A Self Declaration sample is available in the appendix for Members & Leagues to use when ensuring their members are compliant with FAI Governance Handbook Section 3 Regulation 12.1 e).

4. Child Abuse

The Children first: National guidance for the Protection and welfare of children 2017 was used as a guidance for this section. Please see appendix 1 for a direct link to this national guidance.

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, as detailed within section 5 of the policy.

It is not necessary for the reporter to prove that abuse has occurred to report a concern to Tusla. All that is required is that there are reasonable grounds for concerns. 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. 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.

4.3 Neglect

(a) 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.

(b) 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

(c) A reasonable concern for the Child's welfare would exist when neglect becomes typical of the relationship between the Child and the parent or carer. This may become apparent where you see the Child over a period of time, or the effects of neglect may be obvious based on having seen the Child once.

4.4 Emotional Abuse

(a) 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 needs for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver.

(b) 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

(c) There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A Child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

(d) A reasonable concern for the Child's welfare would exist when the behaviour becomes typical of the relationship between the Child and the parent or carer.

4.5 Physical Abuse

(a) 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

(b) 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

(c) The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a Child. The change in the legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a Child cannot rely on the defence of reasonable chastisement in the legal proceedings. The result of this is that the protections in law relating to assault now apply to a Child in the same way as they do to an adult.

A reasonable concern exists where the Child's health and/or development is, may be, or has been damaged as a result of suspected physical abuse.

4.6 Sexual Abuse

(a) 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

(b) Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and in some instances, occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members.

(c) It should be remembered that sexual activity involving a Young Person may be sexual abuse even if the Young Person concerned does not themselves recognise it as abusive.

(d) 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:
 - » 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]
 - » Inviting, coercing or inducing a Child to participate in, or to observe, any sexual, indecent or obscene act
 - » 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

(e) An Garda Síochána will deal with any criminal aspects of a sexual abuse case under the relevant criminal justice legislation. The prosecution of a sexual offence against a Child will be considered within the wider objective of Child welfare and protection. The safety of the Child is paramount and at no stage should a Child's safety be compromised because of concern for the integrity of a criminal investigation.

(f) In relation to Child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal and should be report to TUSLA and An Garda Síochána for them to determine if it is regarded as child sexual abuse

(g) It is an offence for a person in authority to engage or attempt to engage in a sexual act with a child under 18 years of age.

4.7 Bullying

(a) 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, and occurs mainly among Children in social environments such as schools. 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.

- » There can be an increased vulnerability to bullying among Children with special educational needs. This is particularly so among those who do not understand social cues and/or have difficulty communicating. Some Children with complex needs may lack understanding of social situations and therefore trust everyone implicitly. Such Children may be more vulnerable because they do not have the same social skills or capacity as others to recognise and defend themselves against bullying behaviour.
- » **In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, you may need to make a referral to Tusla and/or An Garda Síochána.**

(b) 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. Information on way to report this are detailed within appendix 12 of the policy.
- » The FAI Social Media and communication section of the policy (section 14) also provides guidance on the appropriate use of social media.

4.8 Vulnerable Children

(a) Certain Children are more vulnerable to abuse than others. Such Children include those with disabilities, homeless Children and those who, for one reason or another, are separated from their parents or other family members and who depend on others for their care and protection. The same categories of abuse - neglect, emotional abuse, physical abuse and sexual abuse - are applicable, but may take a slightly different form. For example, abuse may take the form of deprivation of basic rights, harsh disciplinary regimes or the inappropriate use of medications or physical restraints.

(b) It is important to remember that the presence of any of these factors does not necessarily mean that a Child in those circumstances or settings is being abused.

(c) Vulnerable Children and Children with additional needs may need extra support when accessing our services within the Organisation please see the FAI Support Guidance for Children with Additional Needs and Vulnerable Persons for help and advice which can be found within Appendix 14.

4.9 Recognising Child Abuse

Child abuse can often be difficult to identify and may be present in many forms, therefore it is necessary to follow some general guidelines.

(a) There are commonly three stages in the identification of child abuse:

- » Considering the possibility;
- » Looking out for signs of abuse;
- » Recording of information.

(b) Stage 1: Considering the possibility

The possibility of Child abuse should be considered if a Child appears to have suffered a suspicious

injury for which no reasonable explanation can be offered. It should also be considered if the Child seems distressed without obvious reason or displays persistent or new behavioural problems. The possibility of Child abuse should also be considered if the Child displays unusual or fearful responses to parents/carers.

(c) Stage 2: Looking out for signs of abuse

Signs of abuse can be physical, behavioural or developmental. They can exist in the relationships between Children and parents/carers or between Children and other family members/other persons. A cluster or pattern of signs is likely to be more indicative of abuse. Children who are being abused may hint that they are being harmed and sometimes make direct disclosures. Disclosures should be believed.

Some signs are more indicative of abuse than others. These include:

- » Disclosure of abuse and neglect by a Child or Young Person;
- » Age-inappropriate or abnormal sexual play, language or knowledge;
- » Specific injuries or patterns of injuries;
- » Absconding from home or a care situation;
- » Self-harm;
- » Attempted suicide;
- » Underage pregnancy or sexually transmitted disease;
- » Signs in one or more categories at the same time may together indicate a pattern of abuse.

Most signs of abuse are non-specific and must be considered in the Child's social and family context with the aid of professionals. Football clubs are often the places where appropriate trusting relationships with adults outside the family or formal education sector are developed. However, it can also provide opportunities for adults to target and groom a Child or Young Person through their role as a volunteer or paid employee. Grooming can be seen as the process by which an individual manipulates those around them – particularly, but not exclusively, the Child – to provide opportunities to abuse and reduce the likelihood of being reported or discovered.

(d) Stage 3: Recording and reporting of information

If abuse is suspected, it is important to provide TUSLA with as much relevant information as possible. Observations should be accurately recorded and should include dates, times, names, locations, context and any other information that may be relevant. Please refer to section 5- reporting procedures of the Policy for more information.

(e) Points to remember;

- » The severity of a sign does not necessarily equate with the severity of the abuse. Severe and potentially fatal injuries are not always visible. Emotional and/or psychological abuse tends to be cumulative, and effects may only be observable in the longer term.
- » Neglect is as potentially fatal as physical abuse. It can cause delayed physical, psychological and emotional development, chronic ill-health and significant long-term damage. It may also precede or co-exist with other forms of abuse and must be acted upon.
- » Child abuse is not restricted to any socio-economic group, gender or culture. All signs must be considered in the wider social and family context.
- » Challenging behaviour by a Child should not render them liable to abuse. Children in certain circumstances may present management problems. This should not leave them vulnerable to

harsh disciplinary measures or neglect of care. Please refer to the FAI Support Guidance for Children with Additional Needs and Vulnerable persons, for help and advice with how to deal with Challenging behaviour which can be found within Appendix 14.

- » It is sometimes difficult to distinguish between indicators of Child abuse and other adversities suffered by Children and families. The advice of TUSLA should always be sought.

5. Reporting procedures

The FAI, clubs, leagues and members shall treat all concerns reported under the Policy in a serious manner.

The Children first: National guidance for the Protection and welfare of children 2017 was used as a guidance for this section. Please see appendix 1 for a direct link to this national guidance

5.1 All FAI Staff and Volunteers, Participants, Clubs, League, members & parents (included Mandated persons- see section 3) should follow the procedures outlined in this section when they have a reasonable grounds of concern that a child has been, is being or is at risk of being abused, harmed or neglected. Mandated persons have further responsibilities as outlined in section 3.

5.2 Persons who may be involved:

The following people may be involved in reporting allegations, concerns or disclosure of abuse:

- a) Designated liaison persons- the person who fulfil this role is detailed in section 3 of the policy, their details will be provided on the relevant organisations Child Safeguarding Statement.
- b) Childrens officer- their details will be provided on the relevant organisations Child Safeguarding statement as the relevant person for the statement.
- c) Mandated persons- as outlined in section 3
- d) FAI Child Welfare & Safeguarding Manager (Designated Liaison Person for FAI staff and FAI volunteers) & FAI Child Welfare & Safeguarding department.
- e) External mandated persons- as outlined in section 3

5.3 All FAI Staff, FAI Volunteers, Mandated persons, Participants (defined in the glossary), Clubs, League, members & parents who have reasonable grounds for concerns that a Child may have been, is being, or is at risk of being abused or neglected are advised to immediately inform the relevant Designated Liaison Person (or deputy Designated liaison Person) of their Club, League and Member body. If this is not possible then the participant can report their concern directly to the Statutory Authorities (information within appendix 1). The FAI Child Welfare and Safeguarding Department can be contacted for advice on procedures in line with the policy. TUSLA can also be contacted for informal consultation. The priority in all cases is the safety and wellbeing of the Child and all necessary steps should be taken to protect the Child.

5.4 The Designated Liaison Person should record all concerns or allegations brought to their attention.

5.5 Once a Designated Liaison Person make a report to a Statutory Authorities in relation to a participant (as set out in the glossary), they should notify the FAI Child Welfare and Safeguarding Manager, Child Welfare and Safeguarding department if the manager is not available.

5.6 If, as a Designated Liaison Person, you decided not to report a concern to Statutory Authorities, the following steps should be taken;

- » The reasons for not reporting should be recorded
- » Any actions taken as a result of the concern should be recorded
- » The employee or volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported.
- » The employee or volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Statutory Authorities themselves at any time and should notify the Designated Liaison Persons if they have done so.

5.7 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.

5.8 The Designated Liaison Person should always consider any internal action which may be necessary whether they decide to report or not report the matter.

5.9 As highlighted Employees or others engaged by the FAI who are advised, suspect or are concerned that a Child may be at risk of abuse are obliged to immediately inform the FAI Child Welfare and Safeguarding Manager (the Designated person for the FAI) or the other members of the Child Welfare & Safeguarding department if the Manager is not available, in line with the FAI Child Safeguarding Statement. The priority in all cases is the safety and wellbeing of the child. Should an employee choose to report a matter directly to TUSLA they should also report it to the Child Welfare & Safeguarding department to ensure other precautionary measures can be taken. When reporting the matter the FAI Child Welfare and Safeguarding manager will do so as a mandated report, however a mandated person can make a non-mandated report if the concern does not meet the threshold of harm.

5.10 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.

5.11 In cases where there is deemed to be a serious risk to Children the Designated Liaison Person may issue a precautionary Stand Down Order in line with the Policy. Please see section 8 for more details.

5.12 Reports can be made to Tusla via their online portal, the link is available in appendix 1, by telephone or in writing - including by email- to the local duty service in the area where the Child lives. Details can be found on the Tusla website which is also available in the appendix 1. It is important that the report reaches TUSLA as soon as possible.

5.13 To help Tusla staff assess the reasonable concern, they need all relevant information. Observations should be accurately recorded and should include dates, times, names, locations, context and any other information that may be relevant. **It is not the role of the Designated Liaison Person to investigate the circumstances of an allegation of abuse prior to informing the Statutory Authorities.** It should be ensured that all relevant information is recorded and provided to the Statutory Authorities.

5.14 Parents/carers of a Child who is a suspected victim of abuse should be advised that a report is being made unless doing so is likely to endanger the Child.

5.15 Reports received anonymously should be taken seriously and relevant enquiries made to establish if there is any substance to the complaint. The welfare of the Child is a priority in all cases.

5.16 Children who are being abused may hint that they are being harmed and sometimes make disclosures. Disclosures should always be believed and reported to the relevant Designated Liaison Person without delay. The person to whom the child is making the disclosure should follow the procedure outlined in the Safeguarding 1 basic awareness training.

5.17 Any request to keep information anonymous cannot be guaranteed.

5.18 Anonymous Concern

Whilst difficult to pursue, anonymous complaints should not be ignored. Anonymous complaints brought to the attention of the Designated Liaison Person should be looked into fully, based on the information that has been provided. The review should be completed without prejudice to any person and it should be explained to all parties that there is an obligation to review all matters reported. Where necessary, having carefully considered all of the facts, a report to the Statutory Authorities may be submitted.

5.19 Joint reporting

A mandated person can make a report jointly with another person, whether that person is also a mandated person or not. An example of this could be the FAI Child Welfare and Safeguarding manager and a club Designated Liaison person. A mandated person should be aware that the legal obligations under the Children First Act 2015 to report mandated concerns rest with the mandated person and not with the designated liaison person. Where mandated persons share the same concern or information, only one person is required to report, or they can report jointly. A clear decision on who will report the concern if not jointly and all parties should be kept informed. Reporting forms can be found in Appendix 8 or link to the Tusla online portal within appendix 1

5.20 Dealing with a retrospective allegation

Some adults may disclose abuse that took place during their childhood. You should report this information to Tusla, as the alleged abuser may pose a current risk to children. If you have a reasonable concern about past abuse, you should report it to Tusla using the retrospect reporting form. A link to forms for Retrospective abuse report can be found within appendix 1. All retrospective abuse concerns must also be reported in line with the above reporting procedure and the Designated Liaison Person informed without delay.

Internal precautionary measures such as Stand Down Orders will also be applicable.

5.21 Reporting Peer Abuse.

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.

5.22 Missing Children

If a Child is believed to be missing, efforts should be made to first establish the Child's whereabouts by contacting the parents/carers. If the Child's location cannot be established and/or the parents/carers are not available and reasonable efforts have been made to contact them the matter should be reported to the Gardaí urgently.

5.23 Protection from civil liability for persons reporting concerns of child abuse in good faith:

a) Section 16 (3) of the Children First Act, 2015: If a Mandated Person furnishes any information (including a report), document or thing to the Agency pursuant to a request made under subsection (1), the furnishing of that information, document or thing shall not give rise to any civil liability in contract, tort or otherwise and nor shall the information, document or thing be admissible as evidence against that person in any civil or criminal proceedings.

b) Section 3 Protections for Persons Reporting Child Abuse Act 1998: Legislation makes provision for the protection from civil liability of persons who have communicated Child abuse 'reasonably and in good faith' to designated officers of Tusla or to any member of An Garda Síochána. This protection applies to organisations as well as to individuals. This means that even if a communicated suspicion of Child abuse proves unfounded, a plaintiff who took an action would have to prove that the person who communicated the concern had not acted reasonably and in good faith in making the report.

5.24 How Reports shall be managed

(a) Once a report is received it shall be reviewed by the relevant Designated Liaison Person. The Designated Liaison Person shall determine if a report needs to be made to the relevant Authorities following the above information. If not, please follow procedure outlined in 5.5 of the policy.

(b) The Designated Liaison Person should issue a Stand Down order once a report to a statutory body has been made and notify the FAI in line with section 8 of the policy.

(c) Record keeping is very important to ensure all steps taken have been recorded and the reasons why those steps have been taken.

(d) All records should be kept in line with General Data Protection Regulations.

(e) No enquiry is to proceed if a Statutory Investigation is under way as it may affect that investigation. Once any Statutory Investigation is completed the Designated Liaison Person shall follow the above step.

(f) Any report made directly to the FAI Child Welfare and Safeguarding Manager or Child Welfare and Safeguarding department shall be assessed and if assessed as not reaching the threshold of harm or a reasonable grounds for concern, then the FAI child Welfare and Safeguarding manager will carry out the steps outlined in 5.5 of the policy and also, if deemed more appropriate, it shall be remitted to the Designated Children's Officer of the Club, League and Member for consideration as per FAI Concern and complaint section 6.

(g) If a mandated person has made a direct report to TUSLA, the mandated person should notify the Designated Liaison person of their organisation (FAI, Club, League, Member) to ensure the above steps are completed.

5.25 False/Malicious Allegations

False or malicious allegations are deemed to be a serious breach of the Policy and the FAI Regulations. This may result in disciplinary action being taken and may constitute an offence under relevant legislation.

6. Poor Practice/Conduct Complaints & Concerns

Some concerns may not meet the threshold of 'harm' or constitute 'reasonable grounds for concern' that would require making a report to the Statutory Authorities. However the complaint/concern may require a response. This section is written to provide clear and unambiguous procedures for responding to such cases which could be defined as suspected poor practice and/or conduct. It aims to set out guidelines and procedures on how to take action if there are any concerns for those working in a voluntary or paid capacity with Children within the game.

It is important the complaint/concern is raised directly to the organisation where it is believed that the poor practice has occurred in the first instance. There is further information on the escalation process in section 6.6.

(If any report made directly to the FAI Child Welfare and Safeguarding Manager or Child Welfare and Safeguarding department may be deemed it more appropriate, it shall be remitted to the Designated Children's Officer of the Club, League and Member for consideration.

6.1 What is Poor Practice/conduct?

Incidents of poor practice occur when the needs of Children are not afforded the necessary priority, so their welfare is compromised. Examples of poor practice are likely to be once-off incidents and these might include but are not limited to:

6.1.1 Coach

- a) Giving preferential treatment to individuals and unfairly rejecting others (e.g. singling out and only focusing on the talented Children and failing to involve the full squad).
- b) Giving preference to winning games over Children's development, participation and enjoyment.
- c) Using inappropriate language, gestures or comments to motivate Children or provoke a reaction.
- d) Delivering a coaching session alone, without another responsible adult present.
- e) Not paying due care and attention to the Children taking part in the training session or game.
- f) Failing to recognise and applaud a Child's efforts to make improvements to their game.
- g) Coaching alone when their own child is part of the team.
- h) Entering the field of play as a coach/manager when their own child is involved in an on-field incident.
- i) Inappropriate sideline behaviour toward children on the pitch, the match officials or any coaching staff.
- j) Making eligibility disputes in front of children.
- k) Breach of code of conduct.

6.1.2 Players

- a) A player not setting a positive example to other players
- b) A Player not safeguarding the physical fitness of opponents or team member, not avoiding violence and rough play.
- c) Not showing gamesmanship, and time wasting.
- d) A Player using inappropriate language particularly to referees/officials/coaches and other players during games include own team members.
- e) A Player using inappropriate language to coaches and own team members during training.
- f) A Player not accepting victory and defeat with equanimity.
- g) A Player not treating opponents or team members with respect at all times, irrespective of the outcome of any game.
- h) Breach of code of conduct.

6.1.3 Parent / Guardian

- a) Placing too much pressure on their Child to perform to a high standard and win games.

- b) Criticising their Child's performances instead of highlighting the positives of their game and where improvements were made.
- c) Failing to ensure that their Child is appropriately dressed for the weather conditions
- d) Making derogatory comments about their Child, or another Child during a game or training session.
- e) Inappropriate sideline behaviour toward children on the pitch, the match officials or any coaching staff.
- f) Failing to bring their Child to training on time, or collect them promptly at the end of the session.
- g) Breach of code of conduct.

6.1.4 Supporter

- a) Using inappropriate language towards Children, coaches, referees or other supporters.
- b) Making inappropriate comments about the performance of Children, coaches or referees.
- c) Entering the field of play during a match or training session without being asked to do so.

6.1.5 The Club/League/Member

- a) Failing to provide adequate safeguarding arrangements for the Children in their care.
- b) Failing to implement FAI Regulations on the protection and welfare of Children, the FAI Child Welfare and Child Safeguarding Policy and other supporting documents.
- c) Placing undue pressure on a coach or team of Children to win games or competitions.
- d) Allowing poor practice to go unreported (e.g. a coach who ridicules and criticises Children who make a mistake during a match).
- e) Failing to create an environment that encourages player development and enjoyment over winning games and trophies.
- f) Failing to provide appropriate safeguarding education for their coaches and members.
- g) Not having procedures in place to ensure a parent/guardian does not coach their own child's team alone and that they do not enter the field of play as the coach or manager when their own child is involved in an on-field incident.
- h) Removing a child's place on a team, reducing playing opportunities or preventing a child from training if a complaint has been made against the club/league/member (unless a high risk has been identified).

6.1.6 General

- a) Shouting at or ridiculing Children when they make a mistake. Children should be given the opportunity to learn from their mistakes and develop.
- b) Allowing Children to use inappropriate language unchallenged.
- c) Placing Children in potentially compromising and uncomfortable situations with adults.
- d) Ignoring health and safety guidelines (e.g. allowing Children to set up goal posts unsupervised by adults).
- e) Failing to adhere to the club's codes of practice.

6.1.7 Points to remember

- a) If at any time the person handling the concern/complaint receives information which would change the threshold of the concern/complaint and it now would be considered reasonable grounds for concerns, the matter should be reported to the statutory authorities in line with section 6 of the policy and the person handling the matter should stop any internal proceedings.

6.2 How to Deal with Alleged Poor Practice

6.2.1 Where alleged poor practice has been identified or reported, it must be dealt with in a fair and impartial manner. All information should be treated in the strictest of confidence, in accordance with procedures concerning confidentiality outlined within this policy.

6.2.2 When an example of alleged poor practice is reported, it should be dealt with on a case by case basis. The following steps provide guidance as to how a complaint of poor practice could be handled:

- a) Alleged poor practice is observed and/or reported. This information is then passed on to the Children's Officer.
- b) Initial assessment is carried out by the Children's Officer who should collate all information / reports and record what action has been initially taken, if any.
- c) Inform the person(s) against whom the report of alleged poor practice has been made and offer them the opportunity to respond.
- d) The Children's Officer should then record what the next step will be and if any other parties need to be approached to collect information or reports from.
- e) If information needs to be collected from Children this should be done in the presence of their parents or guardians. Collecting information from Children should only occur where necessary.
- f) All information should be treated in the strictest of confidence, in accordance with procedures concerning confidentiality outlined within this policy.
- g) If the accused agrees that poor practice has taken place, they may be subject to an appropriate sanction. The matter should be referred by the Designated Liaison Person and / or Children's Officer to their Executive Committee for review. On assessment, the Executive Committee may refer the matter to an appropriate disciplinary body. This should be the body to which the matter was reported and if investigated in full no referral to a higher body is warranted.
- h) If the alleged poor practice is disputed, the Designated Liaison Person and / or Children's Officer must refer the matter to their Executive Committee for review. On assessment, the Executive Committee may refer the matter to an appropriate disciplinary body. This should be the body to whom the matter was reported and if investigated in full no referral to a higher body is warranted.
- i) Should a disciplinary hearing be required, the panel should be impartial consisting of at least 3 members. All parties should be provided with the opportunity to make further oral and / or written submissions.
- j) Should the alleged poor practice relate to an individual who is under 18 years of age, no meetings should be held with that person without the presence or permission of a parent / guardian. If a parent or guardian cannot attend then a coach chosen by the parents can attend in their place.
- k) All parties should be informed of the decision of any such investigation or disciplinary hearing in writing as soon as possible on completion of same.
- l) Note: If a party feels that the alleged Poor Practice has not been investigated in full, they should refer the matter to the appropriate Club, League and Member, for example, Club to League, League to National Body/Provincial Association, National Body/Provincial Association to FAI. This is outlined further in this section.
- m) When a conflict of interest occurs for the children's officer this should be declared and it may be necessary for the club/ league/member to appoint a different person from the committee to review the complaint or request the children's officers from a different club/league/member to assist with the review the organisations behalf.

6.3 Sanctions Involving Poor Practice

6.3.1 If there is cause to believe that poor practice has occurred, a sanction proportionate to the offence should be applied.

6.3.2 The sanction process should be in line with disciplinary procedures.

6.3.3 Any suspension / removal of a parent / guardian should not impact the involvement of the Child. Drop off and collection of their Child should be facilitated to allow the Child attend training and matches.

6.4 Other resolution options

Sometimes after a complaint and a review, the conflict between parties can persist. This can be detrimental to the club/league/member, the player and others involved. Organisation may want to consider the below resolution options. However, in cases where a report has been submitted to Tusla as it has reached the Reasonable Grounds for Concern or where a Mandated Report has been submitted, restorative justice may not be appropriate.

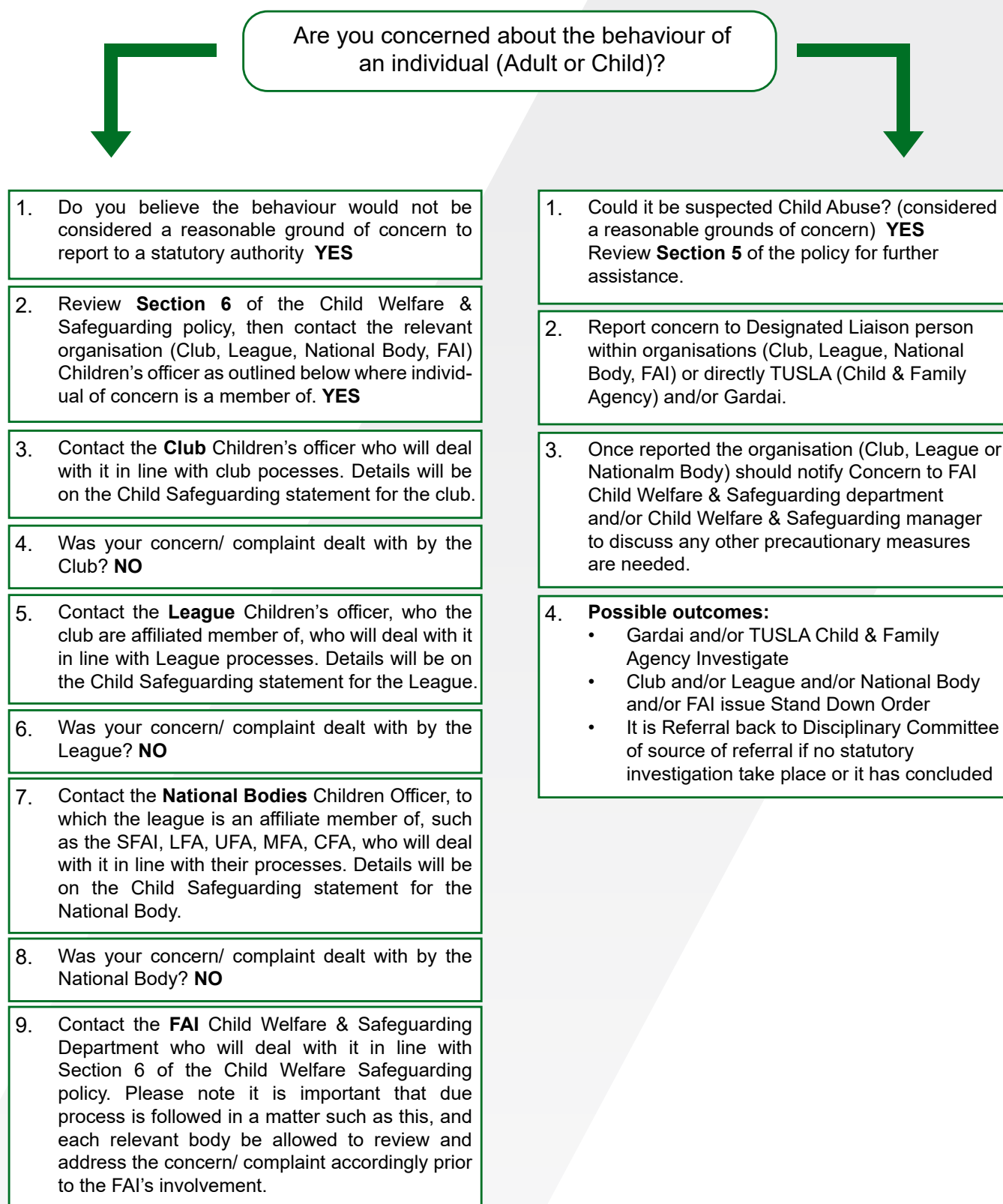
6.4.1 Restorative Practices is an umbrella term used for strategies that help us to proactively build community and relationships and manage conflict and tensions in ways that treat humans with dignity and respect. Circle Practices, a form of restorative practices, are a range of proactive approaches that aim to develop a safe community and build relationships, while Restorative Justice, perhaps the most well-known form of restorative practices, is more reactive in nature and aims to manage conflict and tensions by repairing harm and restoring relationships. These approaches could be helpful in these situations. Links to useful information on this can be found in the appendices.

6.4.2 Mediation is a process for resolving disputes where those in dispute meet with a third party who helps them to negotiate an agreed resolution. Links to useful information on this can be found in the appendices.

6.5 Anonymous Complaints

a) Whilst difficult to pursue, anonymous complaints should not be ignored. Anonymous complaints should be brought to the attention of the Children's Officer and should be looked into fully based on the information that has been provided. The review should be completed without prejudice to any person and it should be explained to all parties that there is an obligation to review all matters reported.

6.6 Concern and Complaint escalation procedure



7. The FAI Child Welfare and Safeguarding Committee

7.1 Purpose

The Board has established the Child Welfare & Safeguarding Committee as a Sub-Committee of the Board Governance Committee to oversee areas of key responsibility as outlined in the Terms of Reference (TOR) and all matters referred to it in accordance with the FAI Child Welfare and Safeguarding Policy (the “Policy”) and/or the FAI Regulations pertaining to the Protection and Welfare of Children (Persons under the age of 18). Full details of the Terms of reference can be requested by contacting the FAI Child Welfare & Safeguarding Department.

Key parts of the TORs have been outlined below:

7.2 Assess the scope and effectiveness of the systems established by the FAI management team to identify, assess, manage and monitor compliance with the Child Welfare & Child Safeguarding Policy, Safeguarding requirements/legislation and related risks.

7.3 Oversee and challenge, where appropriate, FAI implementation of and compliance with the Policy, FAI Regulations pertaining to the Protection and Welfare of Children (Persons under the age of 18) and Vulnerable Persons and relevant legislation.

7.4 Review disclosures presented to it by the FAI Child Welfare and Safeguarding Department containing serious convictions and/or other information to assess whether a completed vetting application letter should be issued (with each affiliated member responsible for safe recruitment practices to determine an individual’s suitability for the identified position).

7.5 Monitor all issuing of Stand Down Orders issued by FAI Child Welfare and Safeguarding Manager, Clubs, Leagues and Members.

7.6 To consider complaints or submissions from interested parties regarding the Policy or FAI Safeguarding practices and to make recommendations to the Governance Committee in relation to same.

7.7 To assist where appropriate in disciplinary investigations and hearings instigated by the Disciplinary Regulations Officer (the “DRO”) in accordance with FAI Regulations.

7.8 To consider such other matters as it and/or the Governance Committee consider appropriate to fulfil its aims as the Child Welfare and Safeguarding Committee.

7.9 To work and liaise with other Board Committees as necessary.

7.10 The Committee may review Stand Down Orders issued by the FAI and/or Clubs, Leagues, Members on request by the individual concerned in accordance with the Policy.

7.11 If the Child Welfare and Safeguarding Committee considers that any breaches of the Policy and/or FAI Regulations pertaining to the Protection and Welfare of Children (Persons under the age of 18) and Vulnerable Persons and/or relevant legislation have occurred, it may refer such matters to the Disciplinary Regulations Officer (DRO).

7.12 The Committee will comprise of up to 8 members.

7.13 Members shall serve for a period of two years, members may be re-appointed for further periods of two years but no member shall serve on the Committee for more than eight years.

7.14 The composition of the Committee shall consist of members who have different skills and expertise with significant and demonstrable child protection/safeguarding experience and/or general legal/governance experience and/or familiarity with safeguarding generally. An indicative list of professions from which Committee members may have experience or be qualified , include (but are not limited to): Garda; doctor; nurse; care worker; psychologist; social worker; teacher; safeguarding executive; barrister/solicitor practising in the area of child protection and/or family law; other persons having relevant experience and/or training in child welfare, justice/policing, civil servants with relevant child welfare experience and/or working with vulnerable persons or similar professions to all the foregoing.

7.15 Members must possess significant knowledge of relevant child welfare/safeguarding legislation, regulations and policy and an understanding of how these are relevant in the context of football. They must also possess an ability to assess evidence and submissions put before the Committee in an open and objective way.

7.16 Attributes required are strong interpersonal skills, excellent listening, and communication skills; integrity, impartiality and high ethical standards.

7.17 Appointments to the Committee shall be made by the Nominations Committee.

7.18 Members must be Garda vetted prior to appointment and during their term and be accepted by the FAI through its Garda vetting process.

7.19 The Chairperson of the Committee shall be one of the Committee members and shall be appointed by the Nominations Committee on the recommendation of the Governance Committee.

7.20 Committee members shall adhere to all confidentiality requirements set out in the policy. The committee members have a legitimate purpose for receiving the information they review and will comply with all general data protection regulations as set out in the FAI data policy.

8. Stand Down Orders

8.1 The Stand Down Order may be issued to an individual directly by the FAI itself or by any Club, League and 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. Stand Down Orders may be issued in a number of circumstances including, but not limited to, the following:

- (a) Any person who is the subject of a complaint or inquiry by a Statutory Authority in relation to any Child welfare or Vulnerable Person concern shall be issued with a Stand Down Order from all football activities. This order shall be issued by the Child Welfare and Safeguarding Manager of the FAI or the Designated Liaison Person of any Club, League and Member, pending the outcome of any inquiry and any subsequent internal disciplinary proceedings. Terms of a Stand Down Order must be complied with.
- (b) Club, League and Members shall immediately notify the FAI of any Stand Down Order issued.
- (c) The FAI may also issue a Stand Down Order in circumstances where concerns are raised with the FAI outside of a Statutory Authority investigation. Any Club, League and Member may also issue a Stand Down Order in these circumstances, however the issuance of such order must be notified to the FAI Child Welfare and Safeguarding Manager immediately as per clause 8.3.
- (d) Stand Down Orders shall be issued, managed and lifted in accordance with FAI Child Welfare and Child Safeguarding Policy.
- (e) Any person wishing to continue to engage within football who is the subject of a vetting disclosure, which in the opinion of the Child Welfare and Safeguarding Committee or the FAI Child Welfare and Safeguarding Manager deems them unsuitable to work with Children or Vulnerable Persons, shall be issued with an immediate Stand Down Order.
- (f) Where it is determined that urgent action is required for any reason, an immediate Stand Down Order shall be issued by the FAI Child Welfare and Safeguarding Manager or by a Club, League or Member. A written explanation as to why such order was issued must be included when notifying the FAI Child Welfare and Safeguarding Manager in line with clause 8.3 below.

8.2 In the case of a Stand Down Order issued, the FAI Child Welfare and Safeguarding Manager shall inform the individual of the issuance of a Stand Down Order. The FAI Child Welfare and Safeguarding Manager shall also inform all persons/bodies who are engaging/employing the individual within the game including, but not limited to, the person's Club, the League to which the Club belongs and any other party deemed necessary to protect Children or Vulnerable Persons. Failure of any person or body to comply with the terms of such an order, once notified, shall be a disciplinary matter and subject to further sanction.

8.3 Where a Stand Down Order has been issued directly by a Club, League and Member, that member must immediately inform the FAI Child Welfare and Safeguarding Manager to determine if such a stand down should be applied to all FAI football related activity. The notification must include a written explanation as to why the Stand Down Order was issued.

8.4 The Child Welfare and Safeguarding Committee shall monitor the issuing of all Stand Down Orders issued and may be requested to review a Stand Down Order on request from the individual concerned. This is a review process, not an Appeal, and the Child Welfare and Safeguarding Committee shall make all such final determinations as it deems necessary for the protection and welfare of Children and Vulnerable Persons.

8.5 If the Child Welfare and Safeguarding Committee considers that any breaches of FAI Regulations or the Policy are deemed to have occurred it shall refer such matters to the Disciplinary Regulations Officer (DRO) for disciplinary action where necessary.

8.6 Samples of Stand Down Orders can be found within the appendices; however, it is the responsibility of the issuing body (club, league, Member) to ensure the content of the Stand Down Order is appropriate.

9. Ban from All Football Related activity

a) The FAI Child Welfare and Safeguarding Committee may also issue a ban from all football related activities under the jurisdiction of the FAI where deemed necessary for the protection of Children and Vulnerable Persons in line with the FAI regulations.

10. Disciplinary Action

10.1 If, following an investigation, a person is deemed by the Child Welfare and Safeguarding Committee to have breached the FAI Regulations or committed an offence in relation to Child protection and welfare they shall be subject to disciplinary action. Such disciplinary action may be at Affiliate level if appropriate or submitted to the FAI Disciplinary Bodies in accordance with the below procedure. Disciplinary action by the FAI may proceed notwithstanding any action by Statutory Authorities, however the FAI reserves the right to liaise with the Statutory Authorities in respect of any action and to take instruction from them in respect of same. Any delay in the initiating of disciplinary charges at the request of Statutory Authorities shall not prejudice later disciplinary action.

10.2 It should be noted that any action taken by the FAI under the Policy is under football regulations and policy and not indicative of any criminal or civil liability.

10.3 Disciplinary Procedure

- (a) All disciplinary procedures shall be carried out in accordance with the disciplinary procedures outlined in FAI Disciplinary Regulations in the FAI Governance Handbook and in line with the Policy.
- (b) The Child Welfare and Safeguarding Manager, in consultation with the Child Welfare and Safeguarding Committee, shall notify the Disciplinary Regulations Officer ('DRO') in writing of the alleged offence.
- (c) For the avoidance of doubt, vetting determinations and decisions relating to Stand Down Orders shall be handled in accordance with sections 8, 9 and 11 of the Policy and not within the remit of the Disciplinary Bodies of the FAI.
- (d) The Child Welfare and Safeguarding Manager shall provide the DRO with all relevant information from the investigation.
- (e) The DCU Administrator shall empanel a Disciplinary Committee to hear the charge and notify all parties of the venue, date and time of the hearing. All notified parties are entitled to attend the hearing.
- (f) Parties may be specifically requested to attend the disciplinary hearing by the Disciplinary Committee and /or the Disciplinary Regulations Officer.
- (g) All parties involved in the hearing must confirm to the Disciplinary Control Unit (the "DCU") in writing the name and role within, or relationship to the party, of all persons who will be attending the hearing on their behalf, or at their request within the time limits as stated in the notification. The Disciplinary Committee shall have discretion to permit the attendance of any persons not confirmed within the stated deadlines.
- (h) The Disciplinary Committee, once appointed, can issue directions to the parties in respect of the hearing prior to proceedings commencing.
- (i) All parties shall be notified by the DCU within three days by fax and/or electronic mail and/or registered post, of the decision of the Disciplinary Committee. In urgent matters the Chairperson may issue or direct the DCU to issue an oral decision in advance of the written notification.

- (j) A hearing may be postponed if the appointed Disciplinary Committee requires additional information prior to proceedings commencing or to allow technical or other issues to be addressed.
- (k) The Disciplinary Committee may adjourn or suspend proceedings for further deliberation, or to seek further or additional evidence or expert advice or where it is otherwise considered necessary to do so, provided an adjournment does not unduly prejudice any party.
- (l) The Disciplinary Committee shall consider all evidence that it deems relevant to the case.

10.4 Appeals for Disciplinary action

All Disciplinary Committee decisions are subject to appeal in accordance with the FAI disciplinary Regulations,

11. Garda Vetting

11.1 The FAI is registered in the register of relevant Organisations with the Garda National Vetting Bureau for the purposes of Garda vetting. Garda vetting is a process which involves an individual giving consent for An Garda Síochána to furnish the FAI with a statement that there are no convictions recorded in the Republic of Ireland or elsewhere or a statement of all convictions and / or prosecutions, successful or not, pending or completed in the State or elsewhere as the case may be. **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 creates offences and penalties for persons who fail to comply with its provisions. Garda vetting is not a substitute for safe recruitment but provides another element in determining a person's suitability to work with Children or Vulnerable Persons. The FAI recommends that Clubs, Leagues and Members do not solely rely upon vetting checks but should also seek to determine an individual's suitability for a position through normal recruitment processes including interviews and reference checks.

11.2 FAI Vetting Obligations

- (a) All those engaging with persons under the age of 18 and Vulnerable Persons shall be Garda Vetted.
- (b) All Children's Officers, Designated Liaison Person, Chairpersons and Secretaries and other committee members of each Club, League and Member involved with teams that are competing in any age group up to and including Under 18's and Vulnerable Persons shall be Garda Vetted.
- (c) All coaches or those involved with the management of any team that are competing in any age group up to and including Under 18 or have Vulnerable Persons on their team shall be Garda Vetted.
- (d) Any other person working or volunteering with Children or Vulnerable Persons in any capacity on behalf of the FAI or a Club, League or Member shall be Garda Vetted. It is the responsibility of the football body concerned to determine the persons within their organisation who this applies to subject to the relevant legislation and guidelines. If determined that Garda Vetting is not needed for an individual then procedures must be outlined with the Risk assessment to minimise any risks.
- (e) Failure to ensure that persons are vetted in accordance with the Policy, FAI Regulations and/or legislation may result in disciplinary action against the individual and/or Club, League and Member and may also constitute a legal offence under relevant legislation.
- (f) Club, League and Members shall not accept confirmation of the Garda vetting status of any individual prior to confirmation being received by the individual from the FAI that the Garda vetting of the individual is in order. The individual will receive an update through the Football Management system stating their application has passed, they will also be able to download written correspondence of the confirmation and a Garda Vetting Licence will appear on their licence tab. The Club, League, and Member, if they

have registered the individual will be able to see the Garda Vetting Licence. It is the responsibility of each Club, League or Member, who engage individuals, to ensure that they are comfortably satisfied that the individual has completed the vetting process through the FAI. No Garda Vetting other than that completed through the FAI can be accepted.

(g) A Garda Vetting pass letter from the FAI is not an approval letter for an individual to be involved with children. It is the responsibility of any Member, League, or Club to ensure an individual is suitable to be involved with children on behalf of their organisation. Garda Vetting is not a substitute for safe recruitment, and all Clubs, Leagues, and Members must follow safe recruitment practices, including as outlined in the policy when engaging persons to work or volunteer with children and/or vulnerable persons within their organisation.

11.3 Vetting Applications

(a) The FAI shall provide a Garda vetting service to all Clubs, Leagues and Members. Applications for vetting may be made by contacting the Children's Officer of the relevant football body or the person responsible for the vetting applications with the relevant football body or directly through the FAI.

(b) The FAI shall be solely responsible for the approval of all vetting applications and final determination on disclosures provided by the Garda National Vetting Bureau in accordance with the Policy.

(c) All persons shall complete their vetting application in good faith and shall ensure all information provided is accurate, complete and up to date. Providing false or incorrect information carries legal penalties and/or disciplinary action under the FAI Regulations.

(d) All matters disclosed as part of the Garda vetting application shall remain confidential to FAI authorised personnel, the applicant, the Child Welfare and Safeguarding Committee Members and Statutory Authorities, and stored in line with General Data Protection Regulations. However, approvals and rejections shall be notified to all relevant football personnel in accordance with the Policy.

11.4 Vetting Application Process

(a) The relevant application forms can be found on the website, a link is provided within the appendices. If the applicant is between the ages 16-17 the NVB3 Parent/Guardian form will also need to be completed. When the applicant has obtained the relevant application forms the steps below should be followed. Please note all forms received via the FAI Football Management system must be dated within 5 months of submission or they will be returned to the applicant. Incomplete forms or incorrect identification will also be returned and may delay applications.

(b) The original hard copy of the forms should be stored by the relevant club, league, member the applicant is completing the vetting for, for 6 months, and stored in line with General Data Protection Regulations. After the 6 months period a soft copy conversion is optional. All copies of the forms and relevant ID for the applications should be retained for the length of time the applicant is with the organisation for or for the active vetting period. Once a new application is made for an applicant the old forms should be destroyed in line with General Data Protection Regulations.

• Step 1

Once a vetting application has been fully completed soft copies all forms & relevant ID should be forwarded to the FAI via Football Management system for processing and not to An Garda Síochána. When the application is received by the FAI, if correctly completed, an email will be sent from the National Vetting Bureau to the applicant requesting that they complete the next part of the process. This involves the applicant providing further personal details such as their previous address history, any criminal convictions, changes in names, passport numbers and place of birth. After the applicant has completed the online part of the process, the National Vetting Bureau e-vetting system will request that the Liaison Person for the FAI review the application data. If the Liaison Person is satisfied with the data it will be submitted to the National Vetting Bureau to conduct the relevant checks. The National Vetting Bureau will keep the applicant up to date with each part of the online process.

- **Step 2**

When the relevant checks have been completed a Garda vetting disclosure will be returned to the FAI, the disclosure will contain a statement which will include either that;

- I. there are no convictions recorded against the individual in the Republic of Ireland or elsewhere, or
- II. a statement of all convictions and/or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be.

It may also contain specified information in relation to the applicant. This means information concerning a finding or allegation of Harm to another person received by the Bureau from An Garda Síochána or a scheduled Organisation pursuant to section 19 of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. Please note the National Vetting Bureau will notify the applicant before disclosing specified information to the Relevant Organisation.

A copy of the vetting disclosure will be made available to the applicants on request.

- **Step 3 – No Convictions or Specified Information**

Should the vetting disclosure contain no convictions recorded against an individual, correspondence shall be sent to the applicant advising them of this. This correspondence should be provided to the relevant football body as proof of a completed vetting application by the individual. **Verbal assurances should never be accepted.**

- **Step 4 – Vetting Disclosures with Convictions or Specified information**

In some instances, disclosure of convictions and/or other information will be provided to the FAI Garda Vetting Liaison Person of the FAI by the National Vetting Bureau. In many cases these disclosures may not prevent an individual from receiving a completed vetting application letter.

A decision regarding an individual's receipt of the completed vetting application letter will be assessed. This decision is made at the sole discretion of the FAI Child Welfare and Safeguarding Committee who will review all requested information provided to them. All cases are treated individually and confidentially and are assessed as per the requirements of the post/role and the work that it entails. Disclosures which are of a serious nature may deem a person unsuitable to work with Children or Vulnerable Persons in the FAI.

Applicants will be given an opportunity to comment on any disclosures before any decision is made to ensure fairness and transparency at all times. In some cases, a risk assessment may be completed on the application before a decision is made.

Applicants will then be advised of the decision which has been made in respect of any vetting disclosures. If the decision is negative and if the applicant is not being recommended as being suitable to work with Children or Vulnerable Persons, a letter informing them of this decision will be sent to them.

If an applicant is currently engaged within football due to a previous completed Garda vetting application, and if following a vetting application is subsequently deemed unsuitable to work with Children or Vulnerable Persons, they may also be issued with an immediate Stand Down Order in accordance with the Policy. The FAI shall advise all relevant football bodies who are known to be associated with the applicant of the outcome of any negative vetting application.

- **Step 5 – Appeal**

I. Unsuccessful applicants will be afforded an opportunity to appeal a negative decision made against them.

II. The applicant will be provided with the full requirements that need to be fulfilled in order to lodge the appeal. Once the requirements are all met, the Child Welfare and Safeguarding Manager will liaise with the Legal team in order to arrange a Garda Vetting Appeal panel hearing.

III. The Garda Vetting Appeal review is at the discretion of the Association, who will assemble an independent panel for the review. No attendance is required or allowed from the applicants.

IV. Decisions made by the panel regarding vetting applications are final and not subject to appeal or further review.

i. If the recommendation of rejection is confirmed, the applicant and football bodies involved will be duly informed.

ii. In the case of rejection of an applicant the panel may also make the recommendation to issue an automatic ban from membership of the FAI from all football related activities where vetting disclosures deem it necessary for the protection of Children, Young People or Vulnerable Persons.

V. An individual cannot submit another vetting application through the FAI for another 3 years from the date of a negative decision.

11.5 Vetting Enquiries

(a) The FAI shall keep a secure central database of all vetting applications in accordance with data protection legislation for the duration of the individual's Garda vetting application pass period. Vetting information shall be passed to Club, League and Members seeking information on applicants where the applicant has indicated their consent to such information being disclosed. The Club, League and member can view Garda Vetting information on the FAI Football Management system when the applicant provides them with their Football Management system number to register them. Club, League and Members shall not engage any person to work with Children or Vulnerable Persons without such information being provided either by way of production of a letter confirming the vetting status of an individual or an enquiry being made to the FAI with the consent of the individual concerned.

11.6 Length of Vetting Status

(a) An individual's criminal record may change at any time, hence the importance of general practices being put into place around safe recruitment, references and safe practices in working with Children and Vulnerable Persons. The current FAI policy for re-vetting is a maximum of 3 years. However, shorter periods may be issued by the Child Welfare & Safeguarding Committee. Notwithstanding this, if any person has a concern that an individual should be re-vetted at an earlier interval this should be requested. Additionally, if the individual's role changes within the Organisation they should complete a new Garda vetting application.

11.7 Convictions

(a) Any member charged with or convicted of an offence in any jurisdiction for an offence which may raise significant concerns regarding their appropriateness to work with Children or Vulnerable Persons may be issued with a Stand Down Order if previously received passed and/or a Ban from all football related activity as referred to in the Policy.

(b) If any individual does not comply with providing the Child Welfare and Safeguarding Committee or the Child Welfare and Safeguarding Manager, with any additional information that is requested, a letter will be issued to the individual informing them that the process has now ended and the application will not proceed. It may also be needed to issue a Stand Down Order and/or a Ban from all football related activity.

12. Safe Recruitment Practices

12.1 FAI Safe Recruitment Practices

(a) The FAI shall ensure that all employees, independent contractors and persons working directly with Children and Vulnerable Persons have completed a Garda vetting application and have received the relevant training. The Child Welfare and Safeguarding Manager shall work closely with People and

Culture department and relevant employees, independent contractors and Club, League and Members to ensure best practice and procedures are adopted at all times.

(b) The following principles shall be adopted by the FAI in recruitment for positions involving work with Children;

- » Roles shall provide a clear description to ensure employees, independent contractors and volunteers understand the extent and nature of their role.
- » Persons applying for a role or for an event shall complete an application form which shall include a section allowing the individual to self-declare any convictions.
- » Two references shall be requested. As part of the reference check the referee will be asked if there is any reason to be concerned about the potential employee contact with, Children or Vulnerable Persons.
- » Those roles shall involve an interview or meeting with at least two representatives of the Organisation face to face or otherwise.
- » A probationary/trial period (usually 6 months) shall be included for employee positions.
- » All contracts shall be dependent on Garda vetting and persons will be advised of the process pending record checks being completed.
- » Identification will be checked when making the applicants Garda vetting application.

12.2 FAI Induction, Training and supervision

(a) The recruitment and selection process for those engaged by the Association shall be followed up with relevant mandatory training and an induction day. In particular new employees, independent contractors and those engaged to work with Children complete the following;

- » Provided a copy of the FAI Child Safeguarding statement
- » Provided access to the FAI Child Welfare and Child Safeguarding policy.
- » Complete a mandatory basic awareness training course in Child protection as part of their induction which will cover;
 - » Brought through the policy and made aware that abuse can occur.
 - » Made aware of how to recognise abuse.
 - » Made aware of the reporting procedures.
 - » Made aware of the importance of listening to Children and taking their concerns seriously.
- » In some cases, further safeguarding courses may be needed such as Safeguarding 2 and Safeguarding 3.

(b) Support and supervision for FAI staff is provided through the year by their management.

12.3 Club, League and Members Recruitment and Training

(a) Club, League and Members should ensure they encompass the above principles into their recruitment of employees, independent contractors and volunteers where appropriate.

(b) Please note it is a legal requirement under the National Vetting Act 2012 to 2016, that all individuals, volunteers or paid, working with Children and Vulnerable Persons have completed Garda vetting clearance before engaging with an Organisation or services.

(c) Also under the Children First Act 2015 the following must be adhered to, to ensure Children are safe from Harm:

- » The selection and recruitment of individuals who are suitable to work with Children

- » Provide information and training to individuals on Child protection and safeguarding issues.

(d) Additionally, more guidance and support can be found in the Club Management Guide which can be found on the FAI website.

12.4 FAI training

The Association offers three safeguarding courses which have been developed by Sport Ireland. Each course is targeted at certain roles within a Club/League/member

» **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 (in person or online via an online meeting provider) 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 attached it to the certificate obtain during the face to face course.
- » The individual will need to present both certificates 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 centre 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 to be completed by all Children Officers.

» **Safeguarding 3- Designated Liaison Person**

- » This course is targeted at the Designated Liaison Person's 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 refresher the 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.

More information on booking the courses or contacting tutors who can deliver the courses can be found on the FAI website. A link can be found within appendix 1

13. General guidelines for interaction between Adults and Children

Please note this applies to underage settings and children playing in adult settings.

13.1 Conduct and Behaviour towards Children

- (a) All adults involved in football have an important role to play in promoting good practice. Their first priority has to be the Children's welfare, safety and enjoyment of the game.
- (b) Adults should be aware of the emotional, physical and personal needs of Children and should ensure that Children are treated with integrity and respect.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) In particular all adult-Child relationships in football 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.

13.2 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;

- (a) Ensure adequate Adult: Child ratios.
- (b) There should be at least one adult of each gender with mixed parties.
- (c) Children should be supervised at all times.
- (d) 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.
- (e) If a coach/manager needs to talk separately to a player this should be done in an open environment, in view of others.
- (f) 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.

- (g) If a Child suffers an injury or accident the parents/guardians should be informed and necessary reports completed.
- (h) Activities being undertaken should be suitable for the ability, age, and experience of the participants.
- (i) Equipment and facilities should meet the highest possible standards and be appropriate to the maturity of the participants.
- (j) All FAI Goalpost Safety Guidelines must strictly be adhered to and enforced.
- (k) Where protective equipment is deemed necessary it should be used.
- (l) Comply with all Concussion guidelines.
- (m) First Aid should be available for all training sessions and matches.

13.3 Transport of Children

- (a) Children being transported should have the express permission of parents/guardians to do so.
- (b) Appropriate insurance should be in place by the transporter and duties conducted in accordance with relevant legislation including the use of seat belts.
- (c) Only the permitted number of passengers should be allowed in specific transport.
- (d) Clear itineraries for transport arrangements including collection and drop off details and contact details for the appropriate adults in charge should be provided.
- (e) Personnel shall not allow themselves be alone with any one Child when assisting with transport arrangements.
- (f) The use of private cars may be necessary from time to time but where possible this should be avoided.
- (g) Parents/guardians have a responsibility to ensure that they are fully aware of any transport arrangements and that they are happy with them.
- (h) Children should be collected promptly and it is a matter for parents/guardians to make any necessary arrangements.
- (i) In the event that a parent/guardian is late for collection or drop off, immediate contact should be made with the contact person involved.
- (j) 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.
- (k) It is a matter for parents/guardians to arrange transport to events for Children unless specific arrangements are made.
- (l) 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.

13.4 Overnight and away trips

All FAI employees, independent contractors and Club, League and Members 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. It should be noted when travelling abroad the FAI does not have any jurisdiction to get involved in external matters.

The following general guidelines should be followed but not limited to:

- (a) Trips away should be covered within the Clubs/Leagues Risk Assessment and Child Safeguarding Statement. A separate risk assessment for the trip may be needed, especially if abroad.
- (b) If approval is needed from the member the organisation is affiliated to this should be sought before travel.

- (c) Procedures should be in place for all eventualities as much as practicably possible.
- (d) All adults who travel on away trips with Children should be carefully chosen and appropriately vetted.
- (e) 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 9 disclosing any medical conditions or special needs of their Child/Children.
- (f) 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.
- (g) Participants should sign a behaviour agreement.
- (h) Any group socialisation should take place in communal areas (i.e. no group gatherings in bedrooms at all).
- (i) Alcoholic drink, smoking and other illegal substances/activities shall be forbidden and adults are expected to act as appropriate role models in this respect.
- (j) Lights out times should be enforced.
- (k) The roles and responsibilities of adults participating in away trips should be clearly defined.
- (l) 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.
- (m) On away trips, coaches should be accountable to the appointed team manager/head of delegation in all non-performance related matters.
- (n) Where there are mixed teams there should be at least one female in the management/coaching structure.
- (o) 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.
- (p) Adults should never share a room with a Child, unless it is a parent/guardian with their own child.
- (q) 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
- (r) Adults should respect Children's privacy and knock before entering rooms.
- (s) Adults should avoid being alone with one Child. If talking separately, do so in an open environment, in view of others.
- (t) 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 provide 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.
- (u) Ensure that there is adequate insurance cover for the trip and that any incidents are correctly reported.
- (v) Parents/Guardians should be informed as soon as possible if their Child suffers any significant injury, accident or becomes unwell.

Please also see the template travel protocols with appendix 13.

13.5 Hosting Children

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a Child's enjoyment and experience at a competition. Hosting can be a challenging role but also very

rewarding. Special care should be taken in the selection of homes for overnight stays. A host should be provided with as much information about the Child/Children staying with them and details of the competition.

- (a) Where practicable, more than one child should be placed with each host family. The host family should agree to provide references and be vetted. In addition, clubs should follow recommended recruitment and selection procedures.
- (b) When arranging hosting for events/trips abroad, Clubs, Leagues, Provisional Associations and other football bodies will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is the responsibility of the trip organiser to provide the hosts with the relevant information on the Child and details of what is expected.
- (c) Host families' arrangements and procedures should be included and considered within the Risk Assessment and Child Safeguarding Statement for the Club, League and Provincial Association.
- (d) Host families should:
 - » Agree to abide by the FAI Child Welfare and Child Safeguarding Policy.
 - » Consent to appropriate vetting checks and references.
 - » Attend host family meetings before competitions or events.
 - » Provide a safe and supportive environment for Children, Young People and Vulnerable Persons.
 - » Should not ask a Child to share a bed or room with an adult.
- (e) Organisers shall;
 - » Provide a travel pack to hosting families, including sleeping arrangement guidance set out in point 12.4 of the policy
 - » Check out vetting and references with hosting families.
 - » Provide an itinerary of the trip.
 - » Gather information on destination and venue.
- (f) Children and Vulnerable persons:
 - » Should sign an age appropriate behaviour agreement
 - » Should be happy with the arrangements.
 - » Should show respect to the host families.
- (g) Parent and Guardians should:
 - » Receive information on the host family
 - » Be happy with the arrangements
 - » Give consent to the arrangements
 - » Be provided with an itinerary of the trip

13.6 Changing facilities

- (a) Where possible, Children should have sole use of changing facilities and all efforts should be made to try and secure separate facilities for Children.
- (b) It may be more suitable to ask Children to change at home before and after activities. A common-sense approach should be adopted as to what the parents/guardians may prefer.
- (c) Where facilities are being used by Children, proper supervision is required and careful consideration should be given to who should be supervising.
- (d) Those persons should be suitable for such supervision, being vetted and recruited in line with the safe procedures outlined in this Policy.

- (e) Adults in such supervisory roles should balance the need of supervision with respect of the privacy of Children at all times.
- (f) It is recommended that more than one adult supervise at any time and supervisors are of the same gender as the Children involved.
- (g) Contact between other adults and Children should be avoided by careful timing of the changing facilities and adequate notices being put in place. Where mixed changing facilities with adults and Children are unavoidable proper adult supervision is even more important.
- (h) Parents may be of valuable assistance but should also be suitable for undertaking this responsibility.
- (i) Where mixed gender teams are involved arrangements should be made to allow for separate changing facilities. This can be accomplished through timing arrangements, changing at home only, allocating rooms or areas which are screened off.

13.7 Accidents/Incidents

- (a) Any accidents or incidents involving Children should be reported in full to the Children's Officer by completion of the appropriate report in Appendix 10.
- (b) 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.
- (c) 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.
- (d) An incident report form should be completed in all cases whether medical treatment is required or not.
- (e) In all cases insurers should be notified of the incident and the report form submitted for their records.

13.8 Insurance

- (a) Appropriate Insurance must be in place to cover organised activities and programmes undertaken with Children or otherwise.
- (b) Away trips must be included in such cover and your insurance company must be informed in advance of such trips.
- (c) In relation to away trips, parents/guardians must be advised of the need for comprehensive personal insurance to cover the Child, to include but not limited to medical or health insurance.
- (d) Adults transporting Children in their personal vehicles should be aware of the extent and limits of their own motor insurance cover, particularly in relation to acceptable numbers and liability.
- (e) Further guidance on insurance can be found within the Club Management Guide on the FAI website. The link can be found within appendix 1.

14. Communication & Social Media

14.1 The Football Association of Ireland (the "FAI") understands that the use of Social Media helps promote football in the Republic of Ireland if used appropriately. This section outlines the standards the FAI requires when using Social Media.

14.2 This section is established to ensure the interests of Children and Young Persons participating in football are of paramount importance when using social media and other communication technology.

14.3 The section is also to ensure all Club, League and Members are aware of the negative impact social media can have on our all members and give guidance on how to avoid them.

14.4 Breach of this section may be dealt with using the disciplinary procedures which apply to each organisation and, in serious cases, may be treated as gross misconduct leading to a Stand Down Order, ban from football related activity and / or dismissal.

14.5 The FAI and each Club, League and Member has overall responsibility for the effective operation of these guidelines.

14.6 Each individual is responsible for their own compliance with the guidelines and for ensuring that it is consistently applied.

14.7 Personal use of Social Media sites

The FAI 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. The following conditions must be met for personal use to continue:

- a) You are responsible for your conduct when using any form of Social Media.
- b) 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.
- c) Be mindful of the impact your contribution might make to people's perceptions of the FAI and its Club, League and Members.

14.8 Using Social Media

14.8.1 When making use of any Social Media platform, you must read and comply with its terms of use.

14.8.2 Do not upload, post or forward any content belonging to a third party unless you have that third party's consent. For example, don't discuss colleagues, competitors, coaches and / or players without their prior approval.

14.8.3 Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

14.8.4 Do not engage with irate players, parents or coaches on a public forum. Organise a meeting to allow all parties to discuss possible outcomes.

14.8.5 If you are a manager, coach, club official, referee or medic you should not:

- a) accept any player or referee who is under 18 as a friend on your personal Social Media page.
- b) communicate with any person under 18 through Social Media, text message, phone or email.
- c) All communications concerning under 18's should be made through parents / guardians. It is important to ensure all communications relate to specific club matters e.g. fixtures, training etc.

14.9 Setting up and running a Social Media page or other digital communication.

14.9.1 Do not use personal details to set up your organisation's Social Media page or other digital communication. You should, for example, use the organisation's email address. All account log in details should be kept safe and secure to avoid possible hacking.

14.9.2 When setting up an email address, digital communication system and / or Social Media page for your organisation (for example, a club web-site), it should be accessed by at least three administrators. These administrators should be responsible for up-loading content and monitoring posts on the site. If any of these administrators, or any other person, are behaving inappropriately their access should be removed immediately.

14.9.3 It is important to ensure everyone within your organisation is aware of who is administering your

Social Media page(s) and other digital communication systems.

14.9.4 Each administrator should be familiar with the privacy and safety settings on their Social Media page and digital communication system to ensure it is for use by your organisation only.

14.9.5 Do not accept anyone under the age of 13 on your Social Media page. Report underage users to the Child's parents or the Social Media outlet.

14.9.6 Any user under the age of 18 looking to join your Social Media page should have provided written parental / guardian consent in advance.

14.9.7 No images or personal information of under 18s should be posted online without prior written consent from each parent / guardian. It is critical that no user is asked to post any personal details of under 18s as certain information could be used to identify or locate them.

14.9.8 To avoid any inappropriate material appearing on your Social Media page you should enable the appropriate privacy settings. This will allow you to manage the content on your Social Media page to avoid any distress or reputational damage.

14.9.9 The content on your page should be accurate and up to date and any material that is no longer required should be removed.

14.9.10 Any inappropriate use, such as bullying, is strictly prohibited and should be reported to the Children's Officer within your organisation.

14.9.11 Misuse of Social Media, in certain circumstances, constitutes a criminal offence and suspicious behaviour towards under 18s should be reported to the Statutory Authorities.

14.9.12 Any content which is considered inappropriate could be in breach of FAI regulations and may also be considered a legal offence.

14.9.13 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, always discuss it with the Children's Officer within your organisation.

14.10 Photography & Filming

14.10.1 There are inherent risks in posting personal information about Children or Vulnerable Persons as it can lead to being able to identify them and their location, or it is possible that images may be subject to inappropriate use. When posting photographs or videos the following points should be considered:

- a) At the start of each season it is essential that written consent is received from every Child's parent / guardian before any photography or filming takes place. This should be obtained using an appropriate consent form.
- b) Children's names or additional detailed information about them must not accompany any image or video. Before up-loading any images or videos of Children, written consent must be received from each parent / guardian.
- c) Any person filming or taking photographs for the relevant organisation must be Garda vetted and have completed a relevant FAI approved Safeguarding 1 basic awareness training course.
- d) If a Child within your organisation is under a court order or is in the care of the Child & Family Agency (Tusla) / HSE, their image must not be placed in the public domain without the consent of the responsible adult or social worker as relevant.
- e) Ensure that Children are appropriately dressed and only allow images to be taken on the field of play. Photographing / filming must not take place in areas of personal privacy such as changing rooms, showers, toilets and bedrooms.
- f) Camera phones should never be allowed into Children's changing rooms, showers or toilets.
- g) If an individual who is engaged in filming / photography presents a serious concern or an immediate danger, please report the issue to your local Garda station or Tusla.
- h) Everyone wishing to film or take photos in football has a responsibility to familiarise themselves

with and adhere to the following guidance. If parents / guardians, professional photographers or other spectators are intending to photograph or video at an event they should also be made aware of this section of the policy.

i) Advise parents/carers and spectators that there can be negative consequences to sharing photos or film footage linked to information about their own or other people's children on social media (Facebook, Twitter) – and that care should be taken about 'tagging'; they should also be aware of general data protection regulations considerations.

j) It is not an offence to take appropriate photographs or film footage in a public place even if asked not to do so; No-one has the right to decide who can and cannot take photos or film on public land; However if you have serious concerns about a possible child protection issue relating to the taking of photos or film footage then call the An Garda Síochána. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk;

k) The land or facility owner can decide whether or not photography and or filming at football activities will be permitted when carried out on private land. However, you need to make this known before allowing individuals access to the private property. If they do not comply then you may request that they leave;

14.10.2 Specific details concerning this section in relation to photography and filming should, wherever possible, be published prominently and must be announced over the public-address system, prior to the start of an event.

14.10.3 Organisations must never allow unsupervised access to Children, one to one photo sessions or photo sessions outside the event or at a Child's home.

14.11 Parents/ Guardians Role in the children use of social media

Parents/Guardians have an important role and key responsibilities in ensuring child safety around internet and technology.

We now live in an era where children are exposed to technology and digital media from a very early age. Many young children are very adept and skilled in using technology. However, sometimes technology can be used in very damaging ways. There are apps, games and websites currently in vogue which may pose potential danger to your child. Advice and support links have been provided within the tool kit in the appendix which parents/guardians may find helpful.

14.11.1 There is a strong onus and responsibility on all parents/guardians to be vigilant regarding technology and internet usage. It is the responsibility of all parents/guardians to:

a) Constantly monitor their child (ren)s use of technology and social media. This means checking phones, social media website, apps and games and continuously supervising usage. Parents/Guardians should know who their child(ren) is/are communicating with and should be fully aware of what is being shared/sent/posted on social media sites. If you discover that your child is having technology/social media problems, take responsible action (s) to resolve the issue.

b) Ensure that children do not have access to phones and other equipment in their bedrooms. All equipment should be kept in a secure place at night.

c) Ensure that images/recordings captured at events by parents/guardians (if allowed at the event) are used and shared in an appropriate manner. Parents/guardians should seek consent of other parents/guardians before posting images/recordings of children other than their own on social media platforms.

d) Ensure that children comply with age requirements for certain social media sites and apps.

14.12 Protecting yourself online

14.12.1 Individuals, both adults and children should take steps to protect themselves when using social media platforms.

14.12.2 In order to limit the amount of abusive behaviour and protect individuals, various platforms have implemented functionalities and measures to actively monitor and limit the appearance of potentially harmful comments.

14.12.3 There are also security settings on various platforms available to protect you. Please refer to the social media tool kit in the appendices for more information.

14.13 When to raise concerns

14.13.1 Concerns can be raised directly to the relevant services children's officer in line with the concern-complaint section of the policy if related to that service.

14.13.2 Alternatively, there are external agencies where concerns can be raised, these are detailed within the social media tool kit within the appendices.

14.14 Legal considerations

There is essential legislation in place which you should be mindful of when using social media, to ensure you do not break the law. However, there is also legislation there to protect you.

14.14.1 Illegal online content:

- online child sexual abuse material
- activities relating to online child sexual exploitation
- intimate image abuse (intimate images and videos shared online without the person's consent)

14.14.2 Legislation to be aware of:

- CRIMINAL LAW (SEXUAL OFFENCES) ACT 2017
- Hate speech; Criminal Justice (Incitement to Violence or hatred and Hate Offences) Bill 2022 (Bill105 of 2022)
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018.

Links to these can be found within appendix 1.

15. Other considerations

When working and supporting children of all ages, especially children within their teen years, all should be mindful of other areas which may affect them.

15.1 Drug & Alcohol use

15.1.1 Children can become affected by drugs and alcohol in many ways, someone within their families being a user or the children themselves become vulnerable to use

15.1.2 If an adult becomes concerned about either of these, they should try to discuss directly with the child's parent/guardian in the first instance.

15.1.3 If this is not possible, or the concerns remain, then the adult should report to TULSA as a child welfare concern. Please refer to section 5 on reporting.

15.1.4 There are also links to other agencies which may be able to provide more assistance on this area outlined within the appendices of the policy.

15.2 Mental health

15.2.1 Children's mental health is an important area to consider at all times. Sport can be a great support for children mental health, but it can also become an added burden to children, especially within a competitive environment.

15.2.2 Ensure an environment has been created where the children know there is someone available for them to talk to if they need to.

15.2.3 If an adult becomes concerned about a children mental health, they should try to discuss directly with the child's parents/guardians in the first instance.

15.2.4 All concerns that meet reasonable grounds for concern must be reported to the Designated Liaison Person or TUSLA whether the parents/guardians have been spoken to or not. Please refer to section 5 on reporting.

15.2.5 Some organisations may wish to ensure that a Mental Health First Aid Action Plan is in place.

15.2.6 Mental Health First Aid Action Plan may consist of the following:

- » Assess for risk of suicide or bodily harm.
- » Listen in a nonjudgemental way.
- » Give reassurance and information.
- » Encourage appropriate professional help.
- » Encourage self-help and other support strategies.

15.2.7 The FAI offers a training course to support coaches around mental health. Information on this is provided in the appendices

15.2.8 There are also links to other agencies which may be able to provide more assistance on this area outlined within the appendix 1 of the policy.

15.3 Suicide/Self harm

15.3.1 Children can become overwhelmed at times. Negative thoughts, even suicidal thoughts may occur. If an adult becomes aware of this then they should ensure they discuss this directly with the parents/guardians. It may also be necessary to report it as a child welfare concern. Please refer to section 5.

15.3.2 Links to other agencies which may be able to provide specialist support in this area can be found within the appendices.

15.4 Bereavement

15.4.1 If bereavement has occurred within the organisation this will have a massive impact within the organisation and the team. Specialist support should be considered to assist all, but especially any children affected.

15.4.2 Link to other agencies which may be able to provide specialist support in this area can be found within the appendix 1.

15.4.3 Additionally, please contact the Child Welfare and Safeguarding department will be able to provide further information.

16. Complaints

16.1 Complaints regarding the Policy

(a) Should any person wish to make a complaint regarding the application of the Policy by the FAI the complaint should be made in writing and addressed to the Company Secretary. All relevant information should be included regarding the subject of the complaint. On receipt, the complaint shall be reviewed and a response shall be issued as soon as possible.

16.2 Child Welfare Complaints

(a) Complaints relating to Child Welfare matters should be reported in accordance with the Reporting Procedure as outlined in section 5 and 6 of the Policy.

16.3 Complaints relating to FAI Employees/Independent Contractors

(a) Complaints relating to FAI employees or independent contractors should be reported to the FAI for review. Employees shall be advised of any complaints made against them and afforded the opportunity to respond in line with relevant FAI staff policies and procedures. Please contact the people and culture department for more information.

17. Confidentiality

17.1 All matters relating to the welfare and protection of Children shall be managed in accordance with the Policy and the following principles shall be adhered to;

(a) All complaints, concerns and allegations shall be handled in the best interests of the child concerned and in a careful and sensitive manner. It is a matter for the Designated Liaison Person to determine the persons to be advised in such circumstances.

(b) No undertakings regarding secrecy shall be given to any party.

(c) All information regarding concerns relating to Child protection and welfare shall be shared on 'a need to know' basis in the interests of the Child. This shall not be deemed a breach of confidentiality.

(d) The exchange of information with the Statutory Authorities for ensuring the protection of Children is not a breach of confidentiality.

(e) Any information gathered for one purpose will not be used for any another purpose without consultation with the persons who provided that information.

(f) Club, League and Members shall not accept confirmation of the Garda vetting status of any individual prior to confirmation being received by the individual from the FAI that the Garda vetting of the individual is in order. The individual will receive an update through the Football Management system stating their application has passed, they will also be able to download written correspondence of the confirmation, and a Garda Vetting Licence will appear on their licence tab. The Club, League, and Member, if they have registered the individual will be able to see the Garda Vetting Licence. It is the responsibility of each Club, League or Member, who engage individuals, to ensure that they are comfortably satisfied that the individual has completed the vetting process through the FAI. No Garda Vetting other than that completed through the FAI can be accepted.

(g) All breaches of confidentiality shall be considered extremely serious and dealt with accordingly.

18. Record Keeping

18.1 All information gathered by the FAI shall be stored in a secure location with access only by the Child Welfare and Safeguarding Department or other relevant departments i.e. for employees of the FAI the People & Culture and Legal departments will have access, Statutory Authorities and where necessary Authorised Signatories.

18.2 All records shall be maintained in an accurate manner so as to ensure the protection of children and all information shall be recorded.

18.3 Records shall be presented so that clear information may be accessed by the Statutory Authorities if necessary.

18.4 Child Welfare and Safeguarding casework such as an FAI complaint or investigation will be held in accordance with the FAI Data protection policy and the FAI Data retention Policy

18.5 Garda Vetting applications are stored and kept as detailed in section 11 of the Policy.

18.6 Clubs, leagues and members have a responsibility to ensure that their record keeping is up to date, stored in a confidential manner and in line with General Data Protection relations.

19. Data Protection

19.1 The FAI holds all information in accordance with data protection legislation and in line with the FAI Data Protection Policy.

19.2 All information collected by The FAI shall be held and maintained in accordance with legislation and The FAI Data Protection Policy. This policy shall be available from The FAI on request.

19.3 Information shall not be passed to third parties unless by consent or deemed necessary for the protection and welfare of Children or otherwise in line with the Policy and the data protection policy.

APPENDICES

Appendix 1 of Child Welfare & Safeguarding policy

USEFUL LINKS:

FAI links:

FAI Safeguarding page : <https://www.fai.ie/about/safeguarding/>
 FAI Safeguarding framework: <https://www.fai.ie/about/safeguarding/fai-safeguarding-framework/>
 FAI reporting concerns: <https://www.fai.ie/about/safeguarding/reporting-concerns/>
 FAI Safeguarding resources: <https://www.fai.ie/about/safeguarding/safeguarding-resources/>
 FAI Safeguarding courses: <https://www.fai.ie/about/safeguarding/safeguarding-courses/>
 FAI Governance Handbook (regulations): [FAI Governance Handbook](#)
 FAI Library: <https://www.fai.ie/about/library/>
 FAI Club Mark: <https://www.fai.ie/run-my-club/club-mark/>
 Resources for coach development:
<https://www.fai.ie/play-and-participate/coaches/>
<https://www.fai.ie/play-and-participate/coaches/courses/>
 Clubs and Leagues resources: <https://www.fai.ie/play-and-participate/leagues-and-clubs/>

EXTERNAL LINKS:

External Agencies & Support

- **EMERGENCY**
 - » An Garda Síochána 999/112 (if you are in another country find their emergency services numbers prior to travelling.
 - » [List of emergency telephone numbers – Wikipedia](#)
- **CHILD & FAMILY AGENCY TUSLA**
 - » [Tusla - Child and Family Agency](#)
 - » Tusla Portal: <https://www.tusla.ie/children-first/web-portal/>
 - » www.tusla.ie
 - » The Tusla Dedicated Contact Points <https://www.tusla.ie/get-in-touch/duty-social-work-teams/>
 - » https://www.tusla.ie/uploads/content/Retrospective_Abuse_Report_Form_FINAL.pdf
- **NATIONAL PARENTS COUNCIL (npc.ie)**
 - » [National Parents Council \(npc.ie\)](http://NationalParentsCouncil.npc.ie)
- **NATIONAL SUICIDE PREVENTION LIFELINE**
 - » 1800247247
- **IPSCC**
 - » Digital mental health and wellbeing programmes at the ISPCC - Spacefromanxiety@ispcc.ie
 - » Outreach@ispcc.ie to organise a talk for your organisation.

- **HSE**
 - » <https://www2.hse.ie/mental-health/services-support/supports-services/>
 - » www.yourmentalhealth.ie
 - » <https://www2.hse.ie/mental-health/helping-someone-else/>
 - » Let's talk about suicide programme from the HSE <https://traininghub.nosp.ie/>
- **HSE CAMHS SERVICE**
 - » CAMHS, Child and Adolescent Mental Health Services - [HSE.ie](https://www2.hse.ie/mental-health/services-support/bereavement/)
 - » <https://www2.hse.ie/mental-health/services-support/bereavement/>
 - » <https://www2.hse.ie/mental-health/life-situations-events/bereavement/>
- **VISIT Jigsaw.ie - THE NATIONAL CENTRE FOR YOUTH MENTAL HEALTH**
 - » Visit [Jigsaw.ie](https://www.jigsaw.ie) | The National Centre for Youth Mental Health
- **GamblingCare.ie - GET HELP FOR PROBLEM GAMBLING IN IRELAND**
 - » [GamblingCare.ie](https://www.gamblingcare.ie) - Get help for Problem Gambling in Ireland
- [Gambling Addiction Counselling](https://www.gamblingaddictioncounselling.ie) - Helplink gambling addiction counselling
- **DOMESTIC VIOLENCE AND ABUSE**
 - » Domestic violence and abuse - [HSE.ie](https://www2.hse.ie/mental-health/life-situations-events/bereavement/)
- **DUBLIN RAPE CRISIS CENTRE**
 - » 24-hour Helpline number: 1800 77 8888 <https://www.drcc.ie/services/helpline/>
- **GET HELP - SAFE IRELAND**
 - » [Home | Safe Ireland](https://www.hugg.ie) - Creating Safety for Women and Children
 - » www.hugg.ie
- **NATIONAL HELPLINE DRUG AND ALCOHOL INFORMATION AND SUPPORT IN IRELAND - Drugs.ie**
 - » Drug and Alcohol Information and Support in Ireland - [Drugs.ie](https://www.drugs.ie)
- **DEBT ADVICE | FREE DEBT ADVICE | NATIONAL DEBTLINE | NATIONAL DEBTLINEHOME (citizensinformation.ie)**
 - » [Overview of problem debt \(citizensinformation.ie\)](https://www.citizensinformation.ie/debt/overview-of-problem-debt)
- **NATIONAL PARENTS COUNCIL (npc.ie)**
 - » National Parents Council [\(npc.ie\)](https://www.npc.ie)
- **NATIONAL SUICIDE PREVENTION LIFELINE**
 - » 1800247247
 - » Alcoholics: 018420700 www.alcoholicanonymous.ie
 - » Alone : 0881222024 www.alone.ie
 - » Alzheimer society of Ireland: 1800341341 www.alzheimer.ie
 - » Aware: 1800804848 www.aware.ie
 - » Barnardos 01453035 www.barnardos.ie
 - » Childline 1800666666 www.childline.ie
 - » Citizens advice 0818074000 www.citizensinformation.ie
 - » MABS 0818072000 www.mabs.ie
 - » Men's Aid Ireland 015543811 www.mensaid.ie

- » Narcotics Anonymous 016728000 www.na-ireland.org
- » National Male advice line 18900 816588 www.metsnetwork.ie
- » Parentline 018733500 www.parentline.ie
- » Pieta House 1800 247247 www.pieta.ie
- » Safe Ireland 1800 341900 www.safeireland.ie
- » Samaritans 116 123 www.samaritians.org
- » St Vincent de Paul 016848200 www.svp.ie
- » Teenline 1800 833634 www.wispcc.ie
- » Womensaid 1800 341900 www.womensaid.ie
- » The Mediators' Institute of Ireland <https://www.themii.ie/>

LEGISLATION LINKS:

- The Child Care Act 1991: [Child Care Act 1991](#)
- Children First Act 2015: <https://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/html>
- Children First National Guidance for the Protection and Welfare of Children 2017: <https://www.tusla.ie/children-first/children-first-guidance-and-legislation/>
- National Vetting Bureau (Children & Vulnerable Persons) Act 2012-2016: [National Vetting Bureau \(Children & Vulnerable Persons\) Act 2012-2016](#)
- Protections For Persons Reporting Child Abuse Act, 1998: <https://www.irishstatutebook.ie/eli/1998/act/49/enacted/en/html>
- Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012: <https://www.irishstatutebook.ie/eli/2012/act/24/enacted/en/html>
- Criminal Justice Act 2006: <https://www.irishstatutebook.ie/eli/2006/act/26/enacted/en/html>
- Criminal Law (Sexual Offences) Act 2017: <https://www.irishstatutebook.ie/eli/2017/act/2/enacted/en/html>
- The Data Protection commission: <https://www.dataprotection.ie/>
- The Data Protection Act 2018: <https://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html>
- Criminal Justice (Hate Offences) Act 2024: <https://www.oireachtas.ie/en/bills/bill/2022/105/>
- Protected Disclosures (Amendment) Act 2022: <https://www.irishstatutebook.ie/eli/2022/act/27/enacted/en/index.html>

Appendix 2 of Child Welfare & Safeguarding policy

Club/League/Member Checklist

- » Has your club/League/ National Body completed a Risk Assessment in relation to Child Welfare concerns?
- » Do you know when it is due to be reviewed and which risks need improvement?
- » Does your Club /League/Member have a Child Safeguarding Statement?
- » Is this clearly displayed, this may be on the Club /League/Member website or at training/playing venues?
- » Is the Child Safeguarding Statement readily available from the Club/League/National Body if requested?
- » Does the Child Safeguarding Statement clearly state who the Designated Liaison Person/ Mandated Persons are for the League/Club/National Body and how to contact them?
- » Does the Club/ League/ National Body have a Children's Officer, to handle all Child Welfare concerns?
- » Has your Children's Officer completed both Safeguarding One and Two Workshops and are they Garda Vetted?
- » Is your Children's Officer aware of how to handle any Child Welfare Concerns which are raised to them or the League/Club/National Body in line with the Concern/ Complaint section?
- » Does your Club/ League/National Body know who the Designated Liaison Person is?
- » Has the Designated Liaison Person completed both the Safeguarding One and Three Workshops and are they Garda Vetted?
- » Is your Designated Liaison Person fully aware of how to report concerns to the relevant statutory authorities in line with Section 5 of the policy?
- » Do all your coaches have valid, in-date Garda Vetting prior to engaging with Children and Vulnerable persons? & is Garda vetting renewed year 3 years?
- » Do all your staff/volunteers and committee members have valid in date Garda Vetting Clearance?
- » Is your club/league/ National Body aware of the enforceable penalties for engaging with staff or volunteers without Garda vetting from the FAI?
- » Have all your coaches/Volunteers/ Committee members completed the Safeguarding One Workshop?
- » Have you followed the safe recruitment practice within the Child Welfare and Safeguarding Policy when taking on staff or Volunteers? Such as obtaining reference?
- » Is the FAI Child Welfare and Child Safeguarding Policy easily accessible to all your members?
- » Are the following code of conduct in place for the following?
 - » Players
 - » Coaches
 - » Parents
 - » Volunteers
 - » Committee members
- » Do your players know where to raise concerns?
- » Do your parents know where to raise concerns?

Child Safeguarding Statement Checklist

Is the CSS titled correctly? (Must be titled Child Safeguarding Statement)
Does the CSS include the name of the service?
Are there clear Principles and evidence of a commitment to safeguard children from harm (i.e., how they intend to safeguard children)?
Has the service provider specified the service being provided?
Does the Statement include that a risk assessment has been completed to identify any potential for harm (as defined in the Act) to a child while availing of their services?
Are the risks identified sufficient, relevant, and realistic, based on the nature of the service? (If there are obvious gaps in risk identification, choose "No")
Are the procedures in place to manage the risks identified, specified in the statement?
<p>Are the procedures below (s.11(3), Children First Act 2015) specified as being in place?</p> <ul style="list-style-type: none"> • "[Procedure] for reporting to [Tusla] by the provider or a member of staff of the provider (whether a mandated person or otherwise) in accordance with this Act or the [Children First] guidelines issued by the Minister under section 6" i.e. A reporting procedure. • Procedure for selection or recruitment of any person as a member of staff of the provider with regard to that person's suitability to work with children. • Procedure for the provision of information and, where necessary, instruction and training to members of staff of the provider in relation to the identification of the occurrence of harm. • Procedure for maintaining a list of the persons (if any) in the service who are mandated persons. • Procedure for appointing a relevant person for the purposes of the [Statement].
Is there either a date for adoption or review of the CSS? (Either is acceptable)
Is the name and address of the provider included?
Is the relevant person clearly identified and their name and contact details provided in the CSS?
Does the Child Safeguarding Statement include the definition of harm as set out in the Children First Act 2015?
Does the Child Safeguarding Statement set out a commitment that all children will be equally protected from harm regardless of race, ability, ethnicity, or sexual orientation?

Appendix 3 of Child Welfare & Safeguarding policy

Sample League/Members Checklist & declaration for Affiliated Clubs/Leagues

Dear Club (Chairperson, Child Welfare Officer, Club Secretary),

This form is a checklist with a self-declaration to assist [insert League] with ensuring that your club is compliant with both Child protection legislation (Children First Act (2015) & National Vetting Bureau Act 2012-2016) and FAI regulations and policies.

In accordance with the FAI Handbook, section 12.1 e)

It is mandatory that all Members and Leagues must ensure all their members who are defined as offering a relevant service to children, as set in the Children First Act 2015, must have the following in place:

- » Valid Risk Assessment
- » Valid Child Safeguarding Statement
- » Safe recruitment practices, below as a minimum requirement
 - » Garda Vetting
 - » Safeguarding training
- » Code of conducts in place for:
 - » Players
 - » Parents
 - » Coaches
 - » Volunteers
 - » Committee members

Requirement	Confirmation
Valid Child Safeguarding Statement in place	
Completed a Risk Assessment in relation to Child Welfare concerns and is valid	
Safe recruitment practice in place	
Garda Vetting completed for all relevant coaches and volunteers	
Relevant Sport Ireland approved Safeguarding One training has completed by all coaches & volunteers	
The club has a Children's Officer, to manage/address all Child Welfare concerns	
The Children's Officer has completed both Safeguarding One and Two Workshops and they are Garda Vetted	
The Chairperson for the club is aware of fulfilling the role of the Designated Liaison Person	

The Designated Liaison Person has completed both the Safeguarding One and Three Workshops and are they Garda Vetted	
The club has the following code of conducts in place:	
Players	
Parents	
Coaches	
Volunteers	
Committee members	

Self-declaration:

We declare that this club [insert name] is compliant with all of the above:

Name:

Signature:

Role:

Date:

Appendix 4 of Child Welfare & Safeguarding policy

Carrying out a Risk Assessment

As part of the Risk Assessment process, the Club/League should reflect on what specific risks arise as a result of the service you provide and how these risks can be managed. The following steps are a guide to help the Club/League consider where the potential for risk lies and how these risks can be managed.

Step 1 - Identify potential risks

Think about who or what might cause Harm to Children using your service. Make sure all persons in the service, including Children, are involved in this process. Different people will have different perceptions of what is a risk.

Step 2 - Rank each risk

Rank each risk in terms of low, medium and high risks. To help rank each risk, consider the likelihood of the risk occurring and how serious the consequences could be.

Step 3 - Control and manage the risk

Who owns the risk? Assign risk owners. What current controls are in place to reduce the risk? What future actions must be done to reduce the risk? What else do you need to do about the risk?

Step 4 - Monitor and review

Are the controls effective? Are the actions effective?

A sample template of the Risk Assessment format can be found in Appendix 3 and the full sample template can be found at <https://www.fai.ie/domestic/safeguarding/documents>. The list of risks in the sample template is not exhaustive and it must be tailored to the specific Organisation as appropriate.

Appendix 5 of Child Welfare & Safeguarding policy

Sample Risk Assessment Document for (insert Club/Region/NGB)

This risk assessment considers the potential for harm to come to children whilst they are in **(insert Club/Region/NGB)**'s care. This Risk Assessment precedes the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) which is developed following this risk assessment process. In accordance with the requirements of Section 11 (1) of the Children First Act 2015 the risk is of abuse and not general health and safety risk (covered under a separate H&S policy and risk assessment).

Section 11 (1) of the Children First Act 2015 states that where a person proposes to operate as a provider of a relevant service, he or she shall, within 3 months from the date on which he or she commences as such a provider —

- (a) Undertake an assessment of any potential for harm to a child while availing of the service (in this section referred to as a “risk”).

Potential risk of harm to children	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required ...
Lack of coaching qualification	H	<ul style="list-style-type: none"> • Coach education policy • Recruitment policy 		Proof of qualification to be confirmed
Supervision issues		<ul style="list-style-type: none"> • Supervision policy • Coach education policy 		Ongoing review
Unauthorised photography & re-cording activities		<ul style="list-style-type: none"> • Photography and Use of Images policy 		Ongoing review
Behavioural Issues		<ul style="list-style-type: none"> • Code of Conduct • Safeguarding Level 1 (min) • Complaints & Disciplinary policy 		Ongoing review
Lack of gender balance amongst coaches		<ul style="list-style-type: none"> • Coach education policy • Supervision policy 		Ongoing review

Alternative Risk Assessment

Club Name			
Address			
Date of Assessment		Completed By	
Description of the Risk			
What is the Potential Impact/Harm?			
What factors support the plan?			
What factors do not support the plan?			
Decision to proceed	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, is there an alternative plan <input type="checkbox"/>		
Agreed Steps and Action Plan			
Outcome			
Review/Learning			
	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Staff Sign Off		
Name	Name	Name

Sign Off		
Name	Name	Name
Comment		

Appendix 6 of Child Welfare & Safeguarding policy

Full list of people who are classified as Mandated Persons

SCHEDULE OF MANDATED PERSONS UNDER THE CHILDREN FIRST ACT 2015

Schedule 2 of the Children First Act 2015 specifies the following classes of persons as Mandated Persons for the purposes of the Act:

1. Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007.
2. Registered nurse or registered midwife within the meaning of section 2(1) of the Nurses and Midwives Act 2011.
3. Physiotherapist registered in the register of members of that profession.
4. Speech and language therapist registered in the register of members of that profession.
5. Occupational therapist registered in the register of members of that profession.
6. Registered dentist within the meaning of section 2 of the Dentists Act 1985.
7. Psychologist who practises as such and who is eligible for registration in the register (if any) of members of that profession.
8. Social care worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession.
9. Social worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
10. Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
11. Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983.
12. Teacher registered with the Teaching Council.
13. Member of An Garda Síochána.
14. Guardian ad litem appointed in accordance with section 26 of the Child Care Act 1991.
15. Person employed in any of the following capacities:
 - (a) manager of domestic violence shelter;
 - (b) manager of homeless provision or emergency accommodation facility;
 - (c) manager of asylum seeker accommodation (direct provision) centre;
 - (d) addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas;
 - (e) psychotherapist or a person providing counselling who is registered with one of the voluntary professional bodies;

- (f) manager of a language school or other recreational school where children reside away from home;
- (g) member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community;
- (h) director of any institution where a child is detained by an order of a court;
- (i) safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;
- (j) child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;
- (k) person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001.

16. Youth worker who—

- (a) holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline, and
- (b) is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001.

17. Foster carer registered with the Agency.

18. A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.

Appendix 7 of Child Welfare & Safeguarding policy

Thresholds and Criteria of Abuse for Mandated Persons

Mandated persons have two main legal obligations under the Children First Act 2015. These are:

1. To report the harm of children above a defined threshold to Tusla;
2. To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. The Act defines harm as assault, ill-treatment, neglect or sexual abuse, and covers single and multiple instances.

If you are in doubt about whether your concern reaches the legal definition of harm for making a mandated report, Tusla can provide advice in this regard. You can find details of who to contact to discuss your concern on the Tusla website (www.tusla.ie). If your concern does not reach the threshold for mandated reporting, but you feel it is a reasonable concern about the welfare or protection of a child, you should report it to Tusla under the guidance given within the Policy.

NEGLECT

Neglect is defined as 'to deprive a child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care'. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child's needs have been neglected, are being neglected, or are at risk of being neglected to the point where **the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**

EMOTIONAL ABUSE/ILL-TREATMENT

Ill-treatment is defined as 'to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated'. Emotional abuse is covered in the definition of ill-treatment used in the Children First Act 2015.

The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being ill-treated to the point where **the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**

PHYSICAL ABUSE

Physical abuse is covered in the references to assault in the Children First Act 2015. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result **the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**

SEXUAL ABUSE

If, as a mandated person, you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being sexually abused, then you must report this to Tusla under the Children First Act 2015. Sexual abuse to be reported under the Children First Act 2015 [as amended by section 55 of the

Criminal Law (Sexual Offences) Act 2017] is defined as an offence against the child, as listed in Schedule 3 of the Children First Act 2015.

A full list of relevant offences against the child which are considered sexual abuse is set out in Appendix 3 of Children First National Guidance for the Protection and Welfare of Children 2017.

As all sexual abuse falls within the category of seriously affecting a child's health, welfare or development, you must submit all concerns about sexual abuse as a mandated report to Tusla. There is one exception, which deals with certain consensual sexual activity between teenagers, which is outlined below;

Exemptions from requirements to report

UNDERAGE CONSENSUAL SEXUAL ACTIVITY

Under the Criminal Law (Sexual Offences) Act 2006 the legal age of consent is 17 years. While a sexual relationship where one or both parties is under 17 years of age is illegal, when making a mandated report to Tusla, it might not be regarded as child sexual abuse.

There are certain exemptions from reporting underage consensual sexual activity under section 14(3) of the Children First Act 2015. If you are satisfied that all of the following criteria are met, you are not required to make a report to Tusla:

- » The young person(s) concerned are between 15 and 17 years old
- » The age difference between them is not more than 24 months
- » There is no material difference in their maturity or capacity to consent
- » The relationship between the people engaged in the sexual activity does not involve intimidation or exploitation of either person

The young persons concerned state clearly that they do not want any information about the activity to be disclosed to Tusla. In effect, this means that if all of the above criteria are met, you as a mandated person do not have to report consensual sexual activity between older teenagers as sexual abuse to Tusla.

Joint reporting

As a mandated person you can make a report jointly with another person, whether that person is also a mandated person or not.

There is nothing in the Act to prevent you from either making a mandated report jointly with a designated liaison person or providing a copy of the mandated report you have submitted to Tusla for the information of the designated liaison person.

As a mandated person, you should be aware that the legal obligations under the Children First Act 2015 to report mandated concerns rest with you and not with the designated liaison person.

Where mandated persons share the same concern or information, only one person is required to report, or they can report jointly.

What if my concern does not meet the threshold for a mandated report?

If your concern does not reach the threshold for mandated reporting, but you feel it is a reasonable concern about the welfare or protection of a child, you should report it to Tusla under Children First: National Guidance for the Protection and Welfare of Children.

Reporting forms can be found in Appendix 8 or link to the Tusla online portal within appendix 1

Dealing with a retrospective allegation

Some adults may disclose abuse that took place during their childhood. Such disclosures may come to light when an adult attends counselling, or is being treated for a psychiatric or health problem. If you are, for example, a counsellor or health professional, and you receive a disclosure from a client that they were abused as a child, you should report this information to Tusla, as the alleged abuser may pose a current risk to children.

The reporting requirements under the Children First Act 2015 apply only to information that you, as a mandated person, received or became aware of since the Act came into force, whether the harm occurred before or after that point. However, if you have a reasonable concern about past abuse, where information came to your attention before the Act and there is a possible continuing risk to children, you should report it to Tusla under Children First: National Guidance for the Protection and Welfare of Children.

A link to forms for Retrospective abuse report can be found within appendix 1.

Further details on Mandated persons roles and responsibilities and reporting can be found within the Children First National Guidance for the Protection and Welfare of Children 2017.

Appendix 8 of Child Welfare & Safeguarding policy

TUSLA Reporting Form

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*		Female*	
Address*		Date of Birth*	
		Estimated Age*	
		School Name*	
		School Address*	
Eircode*			

4. Details of Concerns*

<p>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</p> <p>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</p>
--

5. Type of Concern

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

6. Details of Reporter

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile/ Phone No.	
Eircode		Email Address	

Is this a Mandated Report made under Sec 14, Children First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mandated Person's Type				

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

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile/ Phone No.	
Eircode		Email Address	

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile/ Phone No.	
Eircode		Email Address	

8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

9. Relationships

Details of a Mother

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

Details of a Father

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

10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional information, e.g. school, occupation, other

11. Details of Person(s) Allegedly Causing Harm

First Name*		Surname*	
Male*		Female*	
Address*		Date of Birth*	
		Estimated Age*	
		Mobile/ Phone No.	
		Email Address	
		Organisation	
Eircode*		Occupation	
		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 e.g. 3/6/9 moths ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					

Gardaí					
Pre-school/ 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. 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.

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	
------------	--	---------	--	------	--

Authorised Person Signature*	
Date*	

Child Previously Known	Yes <input type="checkbox"/> No <input type="checkbox"/>
------------------------	--

Allocated Case No	
-------------------	--

Appendix 9 of Child Welfare & Safeguarding policy

Medical Consent Form

Club Name	
-----------	--

Parent/Guardian Medical Consent Form

Name of Athlete		
Address		
Date of Birth		
Parent/ Guardian Alternative Tel. Number		
Parent/ Guardian Contact Tel. Number		
Club		

Medical Information

Any specific medical requirements?	
Allergies	
Medications	

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		

Appendix 10 of Child Welfare & Safeguarding policy

Sample Accident/ Incident Report Form

Club Name	
------------------	--

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

Name of person completing this form			
Title/ Role			
Address			
Telephone			
Mobile			

Accident Details

Date and Time			
Venue			

Name of injured person			
Details of injury			
Any Further Comments			
Witness 1 Contact Details			
Witness 2 Contact Details			

Signature		
Date		

Appendix 11 of Child Welfare & Safeguarding policy

Player/ Staff/ Volunteer Welfare

(Template for Clubs and Leagues)

(This is a template which is available to assist Clubs and Leagues with designing their own document. Sections should be amended, added to or deleted as applicable for the club or league and age group)

INTRODUCTION

..... extends its congratulations and best wishes to all staff
< add in name of club/league>
 and players when involved with
< add in name of club/league>

The health and wellbeing of all our staff/volunteers and all our players is a priority for the
< add in name of club/league>
 and, as such, we have prepared this guiding document to ensure that, as a Club/
 League, we protect and support everyone to ensure they can represent
< add in name of club/league>
 to the best of their abilities.

This document also outlines and overviews the core areas for staff and players to be aware of in relation to
 their own behaviour and conduct and looks to give a clear idea of what everyone expects of players and staff
 alike whilst on representing
< add in name of club/league>

In order to ensure that all staff and players are aware of the high standards expected of them, the < add in
 name of club/league> is providing all staff and players across all
< add in name of club/league>
 with this Code of Conduct.

The Code of Conduct applies to all those working for the
< add in name of club/league>
 and those that are representing the Conduct counts and the
< add in name of club/league>
 below is your Code of Conduct.

CONTENTS

1. OUR VALUES
2. HEALTH & WELL-BEING
3. YOUR ROLE
4. CODE OF CONDUCT
5. BEHAVIOUR
6. RELATIONSHIPS
7. COMMERCIAL & MEDIA GUIDELINES
8. LINES OF COMMUNICATION
9. APPENDIX

1. OUR VALUES

The Club/League could add in their values here.

2. HEALTH AND WELL-BEING

The works to promote and maintain the mental health and well-being of all players and staff through good practices, encouragement to take responsibility for their own mental health and well-being and upholding professional/high (delete as applicable) standards.

The believes that the mental health and well-being of our players and staff is key to each team's success and sustainability.

HEALTH & WELL-BEING GOALS

To build and maintain a staff and player environment and culture that supports mental health and well-being and prevents discrimination (including bullying & harassment).

To increase player and staff knowledge and awareness of mental health and well-being issues and behaviour and encouraging the use of the various support mechanisms.

To reduce stigma around depression and anxiety in the team environment.

To facilitate players and staff active participation in a range of initiatives that support mental health and well-being.

EMOTIONAL WELL-BEING

Emotional wellbeing is defined by the Mental Health Foundation as a “positive sense of wellbeing which enables an individual to be able to function in society and meet the demands of everyday life, people in good mental health have the ability to recover effectively from illness, change or misfortune” (Ferron, 2016).

TEAM STAFF HAVE A RESPONSIBILITY TO:

Ensure that all players are aware of the supports available to them.

Ensure self-awareness of the supports available to all staff members.

STAFF AND PLAYERS HAVE A RESPONSIBILITY TO:

Take reasonable care of their own mental health and wellbeing, including physical health.

Take reasonable care that their actions do not affect the health and safety of other people in the team.

To facilitate players and staff active participation in a range of initiatives that support mental health and well-being.

MENTAL HEALTH FIRST AID

Mental Health First Aid (MHFA) is the initial help offered to a person who is developing a mental health problem, is experiencing a worsening of an existing mental health problem or a mental health crisis. In the first instance, please contact the medical team who will provide the following support:

- Assess for risk of harm
- Listen in a non-judgemental way
- Give reassurance and information
- Encourage appropriate professional help

Players and staff are encouraged to seek help when they need it.
In the appendix external supports agencies are listed.

3. YOUR ROLE

YOUR ROLE: MULTI DISCIPLINARY TEAM MEMBER

AS AN MDT MEMBER

You are representing yourself, You are an ambassador for each of those.

< add in name of club/league>

Treat your colleagues, players and anyone you interact with during camp with consideration, dignity and respect.

Co-operate with the efforts to implement the Player & Staff Welfare Document.

< add in name of club/league>

Ensure to raise concerns and point out behaviours not in line with this document or any other or FAI policy.

< add in name of club/league>

Take responsibility for your own Health & Well-Being and speaking up when things are having a negative impact on your well-being.

Create a safe, professional and enjoyable environment.

YOUR ROLE: PLAYER

AS A PLAYER

You are representing the..... and that means you are an ambassador for the game, helping to inspire.

< add in name of club/league>

....., are proud of you as a player and want you to enjoy representing

< add in name of club/league>

< add in name of club/league>

As a footballer, the highest standards of conduct and behaviour are always expected, both on and off the pitch.

< add in name of club/league>

We want you to wear the jersey and crest with pride, and by conducting yourself appropriately, act as a positive ambassador for our game and the

< add in name of club/league>

4. CODE OF CONDUCT

CODE OF CONDUCT - GUIDING PRINCIPLES FOR ALL

All staff and players have a duty of care to the integrity of the
< add in name of club/league>

The duty encompasses the diligent performance of duties and appropriate conduct in all dealings with third parties on the 's behalf.
< add in name of club/league>

All staff and players should act in a manner that is responsible, disciplined, mature, polite, and friendly at all times as you are representing on and off the field
< add in name of club/league>
 as a player. As a member of staff, you are representing the
< add in name of club/league>

All staff and players should show respect to each other, other players, match officials, opposition players and the public.

As young players, it is paramount that you attend school regularly and punctually, complete school assignments and behave at school as you will at camps/training. School and education should remain your number 1 priority.

Staff and Players must ensure to use social media platforms responsibly, any form of bullying or harassment on social media will not be tolerated.

All staff and players should refrain from using inappropriate language and publicly sharing views that one may deem offensive. Remember, as a staff member or a player, you are a role model representing your family, your school / college / football club & your workplace.

CODE OF CONDUCT - GUIDING PRINCIPLES FOR ALL

It is the responsibility of both staff and players to promote inclusivity, respect and equality while also prohibiting any form of discrimination or prejudice based on race, religion or any other discriminatory factor.

The FAI & upholds a zero-tolerance policy
< add in name of club/league>
 towards any form of racism including racial slurs, derogatory comments or discriminatory action.

Parents / Guardians should also play a part in ensuring that player welfare and the code of conduct as per this document is implemented and maintained.

Parents / Guardians should maintain a positive approach to their child's development and avoid sole focus on winning.

When required, Parents / Guardians should be the link between their child and the relevant coach / staff member, with conversations always being in the interest of the player's development.

Parents should encourage ongoing participation in school and education.

The Code of Conduct may be updated from time to time at the discretion of the
< add in name of club/league>

Nothing in this Code of Conduct shall in any way amend, modify or replace Rules and Regulations of the FAI, FIFA or UEFA.
< add in name of club/league/National Body as applicable>

5. BEHAVIOUR

STANDARD BEHAVIOR

Multi-Disciplinary Team members and Players representing the
< add in name of club/league>
 are ambassadors for the game. The highest standards of conduct and behaviour are therefore expected at all times, including when players are not on playing.

Staff Members & Players must:

- Avoid engaging in any behaviour which has, or may have, an adverse impact on the general reputation or integrity of the
< add in name of club/league>
 & FAI, or bring the game into disrepute.
- Create and promote a culture of respect for all persons involved in football.
- Abide by
< add in name of club/league/National Body as applicable>
 FAI, UEFA and FIFA Rules and Regulations.
- Endorse and promote the full adoption and application of the Child Welfare and Safeguarding Policy by everyone in football.
- Be mindful of any differences in your teammates culture, religion, faiths, beliefs and practice.
- Not engage in any illegal activity or behaviour that may degrade a person(s) Human Rights.
- Reject and oppose violence, abuse and all forms of discrimination.
- Not publish or cause to be published (including on Social Media), anything that may cause offence or embarrass any members of the
< add in name of club/league>
 squads,
< add in name of club/league>committee, Staff/ volunteers, sponsors and other partners.

PROFESSIONAL BEHAVIOUR: Multi-Disciplinary Team

Professional behaviour principles for MDT members outline the expected conduct and standard of behaviour to be followed at times when working/volunteering for
< add in name of club/league >
 including trips away.

MDT members should;

- Present yourself each day professionally, adhering to the organisation's dress code and maintaining a positive and professional demeanour.
- Adhere to ethical standards and guidelines, avoiding conflicts of interest and acting in the best interest of the players and the organisation and its main stakeholders.
- Act with integrity, honesty and transparency in all professional interactions, maintaining confidentiality.
- Not use drugs or banned substances.
- Not consume alcohol without the express permission of
< add in name of club/league >

PROFESSIONAL BEHAVIOUR: PLAYERS

Players should represent on and off the pitch with high
< add in name of club/league >
 standards of professionalism.

Players should;

- Avoid reacting, regardless of the level of verbal provocation.
- Not use drugs or banned substances.
- Not consume alcohol without the express permission of the
< add in name of club/league >
 when representing
< add in name of club/league >
- Not discuss tactics/selection ahead of fixtures outside of the group.
- Be on time for all team activities including meetings and transport movements.
- During the team leisure time when on trips away, ensure your behaviour is appropriate and in line with the Code of Conduct, and it does not cause harm to any other individual.

6. RELATIONSHIPS

PROFESSIONAL BEHAVIOUR: Relationships

Add in the club/league's position/policy on relationships

PROFESSIONAL BEHAVIOUR: Relationships

Underage Consensual Sexual Activity

Under the Criminal Law (Sexual Offences) Act 2006 the legal age of consent is 17 years.

While a sexual relationship where one or both parties is under 17 years of age is illegal and should be report to TUSLA and An Garda Siochana for them to determine if it is regarded as child sexual abuse.

It is an offence for a person in authority to engage or attempt to engage in a sexual act with a child under 18 years of age.

If anyone suspects an individual with a specified role in football is abusing a position of trust, or may abuse it, they should report this to the the Designated Liaison Person. Make a written record of the concerns and relevant details.

< add in name of club/league>

7. COMMERCIAL & MEDIA GUIDELINES

COMMERCIAL & MEDIA

COMMERCIAL

The Club/League may wish to add in any commercial considerations they wish the staff/volunteers & players to be aware of.

MEDIA

The Club/League may wish to add in any media considerations they wish the staff/volunteers & players to be aware of.

CONTENT CREATION

Players and staff may be asked, at times, to take part in content creation on behalf of the team and/or the
< add in name of club/league> . You should make it clear that you are comfortable with this practice and your voice / image is being used appropriately.

In order to adhere to FAI, UEFA
< add in name of club/league/National Body as applicable>
and FIFA rules, all players and staff are reminded not to be critical of tournament organisers, host nations, referees, opposition players & spectators.

All staff must adhere to guidelines when posting on personal social media accounts whilst in representing
< add in name of club/league> - please see guidelines in Appendices.

8. LINES OF COMMUNICATION

PLAYER AND STAFF WELFARE

When considering player and staff welfare, we have outlined the various
staff/volunteers available to players and staff should any issues arise. < add in name of club/league>

<The Club/League may wish to add in the lines of communication available to staff/volunteers & players at the club/league.>

Contact detail for each team will be communicated to stakeholders when registering at the start of all sessions and ahead of any away trips.

RECORDING AN ISSUE

The Club/League may wish to add where and how staff/volunteers/players/ parents can record an issue.

9. APPENDIX

Appendix A: PROFESSIONAL BEHAVIOUR: Relationships

Under Section 3 of the Criminal Law (Sex Offences) Act 2006 as amended by Section 5 of the Criminal Law (Sexual Offences) (Amendment) Act 2007 it is a criminal offence to engage or attempt to engage in a sexual act with a child under 17 years of age. It is not a defence to show that the child consented to the sexual act. However, the Criminal Law (Sexual Offences) Act 2017 recognises the reality of underage, consensual, peer relationships through the introduction of a 'proximity of age' defence. Under this provision, a person charged with an offence of engaging in a sexual act with a person between the ages of 15 and 17 years can use consent as a defence if the person charged is younger or is less than two years older. **They must not be in authority over the child or be intimidatory or exploitative.**

It is an offence for a person in authority to engage or attempt to engage in a sexual act with a child under 18 years of age.

If anyone suspect an individual with a specified role in football is abusing a position of trust, or may abuse, they should report this to the the Designated Liaison Person. Make a written record of the concerns and relevant details.
< add in name of club/league>

Appendix B: REPORTING FORM

The club/league could add in the reporting form here if they wish to.

Appendix C: PROTECTED DISCLOSURE

If the Club/league has a protected disclosure details of it may want to be added here.

Club/League SUPPORT DOCUMENT

Club/league support document could be added here.

FAI SUPPORT DOCUMENT

- FAI Child Welfare & Safeguarding policy
- FAI Child Safeguarding Statement
- FAI Governance Handbook
- FIFA / UEFA Regulations
 - FIFA: www.fifa.com
 - UEFA: www.uefa.com

EXTERNAL AGENCIES & SUPPORT

- EMERGENCY
 - » An Garda Siochana 999/112 (if you are in another country find their emergency services numbers prior to travelling.
 - » List of emergency telephone numbers – Wikipedia
- CHILD & FAMILY AGENCY TUSLA
 - » Tusla - Child and Family Agency
 - » Tusla Portal: <https://www.tusla.ie/children-first/web-portal/>
 - » www.tusla.ie
 - » The Tusla Dedicated Contact Points <https://www.tusla.ie/get-in-touch/duty-social-work-teams/>
 - » https://www.tusla.ie/uploads/content/Retrospective_Abuse_Report_Form_FINAL.pdf
- NATIONAL PARENTS COUNCIL (npc.ie)
 - » National Parents Council (npc.ie)
- NATIONAL SUICIDE PREVENTION LIFELINE
 - » 1800247247
- IPSCC
 - » Digital mental health and wellbeing programmes at the ISPCC- Spacefromanxiety@ispcc.ie
 - » Outreach@ispcc.ie to organise a talk for your organisation.
- HSE
 - » <https://www2.hse.ie/mental-health/services-support/supports-services/>
 - » www.yourmentalhealth.ie
 - » <https://www2.hse.ie/mental-health/helping-someone-else/>
 - » Let's talk about suicide programme from the HSE <https://traininghub.nosp.ie/>
 - » HSE CAMHS SERVICE
 - » CAMHS, Child and Adolescent Mental Health Services - HSE.ie
 - » <https://www2.hse.ie/mental-health/services-support/bereavement/>
 - » <https://www2.hse.ie/mental-health/life-situations-events/bereavement/>
- VISIT Jigsaw.ie - THE NATIONAL CENTRE FOR YOUTH MENTAL HEALTH
 - » Visit Jigsaw.ie | The National Centre for Youth Mental Health
- GamblingCare.ie - GET HELP FOR PROBLEM GAMBLING IN IRELAND
 - » GamblingCare.ie - Get help for Problem Gambling in Ireland
 - » Gambling Addiction Counselling - Helplink gambling addiction counselling
- DOMESTIC VIOLENCE AND ABUSE
 - » Domestic violence and abuse - HSE.ie
- DUBLIN RAPE CRISIS CENTRE
 - » 24-hour Helpline number: 1800 77 8888 <https://www.drcc.ie/services/helpline/>
- GET HELP - SAFE IRELAND
 - » Home | Safe Ireland - Creating Safety for Women and Children
 - » www.hugg.ie
- NATIONAL HELPLINE DRUG AND ALCOHOL INFORMATION AND SUPPORT IN IRELAND - Drugs.ie
 - » Drug and Alcohol Information and Support in Ireland - Drugs.ie
- NATIONAL PARENTS COUNCIL (npc.ie)
 - » National Parents Council (npc.ie)
- NATIONAL SUICIDE PREVENTION LIFELINE
 - » 1800247247
- VISIT Jigsaw.ie - THE NATIONAL CENTRE FOR YOUTH MENTAL HEALTH
 - » Visit Jigsaw.ie | The National Centre for Youth Mental Health
 - » <https://www2.hse.ie/mental-health/services-support/bereavement/>
- DEBT ADVICE | FREE DEBT ADVICE | NATIONAL DEBTLINE | NATIONAL DEBTLINEHOME (citizensinformation.ie)
 - » Overview of problem debt (citizensinformation.ie)
- Alcoholics: 018420700 www.alcoholicanonymous.ie
- Alone : 0881222024 www.alone.ie

- Alzheimer society of Ireland: 1800341341 www.alzheimer.ie
- Aware: 1800804848 www.aware.ie
- Barnardos 01453035 www.barnardos.ie
- Childline 1800666666 www.childline.ie
- Citizens advice 0818074000 www.citizensinformation.ie
- MABS 0818072000 www.mabs.ie
- Men's Aid Ireland 015543811 www.mensaid.ie
- Narcotics Anonymous 016728000 www.na-ireland.org
- National Male advice line 18900 816588 www.metsnetwork.ie
- Parentline 018733500 www.parentline.ie
- Pieta House 1800 247247 www.pieta.ie
- Safe Ireland 1800 341900 www.safeireland.ie
- Samaritans 116 123 www.samaritians.org
- St Vincent de Paul 016848200 www.svp.ie
- Teenline 1800 833634 www.wispcc.ie
- Womensaid 1800 341900 www.womensaid.ie

Appendix 12 of Child Welfare & Safeguarding policy

Social Media & Electronic Communication Toolkit

Support for Players, coaches, volunteers, staff and Parent/Guardians

CONTENTS

Section 1: Guidance for social media use and communication with the public

Section 2: Protecting yourself

Section 3: How and where to report concerns

Section 4: Regulations

Section 5: Policies and Legislation

Section 6: Useful links

SECTION 1

GUIDANCE FOR SOCIAL MEDIA USE AND COMMUNICATION WITH THE PUBLIC

This document sets out the guidelines and advice for the use of social media and communications to the public.

The aim is to encourage and maintain professional standards to enable Teams and its players to maintain a healthy professional reputation, both individually and collectively. It also ensures the players protect themselves.

1. You should think of everything you put on social media as being like broadcasting on kids' TV – Once you've posted something online, it can always be tracked back to you. Even if you delete it.
2. Establish your own personal guidelines for using social media so you can stay focused on your performance. It may be that you don't use your accounts after a certain hour during the evening or turn them off completely on the morning of a game until after you have played.
3. Treat everyone you communicate with online with respect.
4. Fans of other teams or other players may try to provoke you via social media. Do not react to this. Engaging in a public argument is an unnecessary and unhelpful activity. You'll also likely boost the other person's follower count as well as keeping the story going. Serious abuse should be reported to the FAI Communications Department or the FAI Child Welfare and Safeguarding Manager, full information can be found in Section 3.
5. Do not use abusive, indecent or insulting words yourself. This includes any inappropriate reference to ethnic origin, colour, 'race', nationality, faith or religion, gender, sexual orientation or disability. By sharing or retweeting anything of this nature, you then become responsible for its content, and could even be considered a criminal offence and breach of regulations (more details on this within section 5).

6. Avoid replying to or retweeting users with vulgar names or with inappropriate profile images.
7. Avoid posting anything you would be uncomfortable seeing in a national newspaper.
8. Do not post pictures of drinking alcohol, smoking, nudity or while driving.
9. Proof read your messages before sending.
10. Other people may not be who they appear. Keep your accounts safe, do not share your passwords with others, and always use a secure password which includes numbers and symbols (such as£@!\$) Use two-factor authentication to minimise the risk of someone else logging into your accounts: when this is enabled your accounts can only be accessed by people you trust. All the major platforms have user-friendly guides for setting up two-factor authentication.
11. Do not broadcast your phone number.
12. Turn off the “enable location data” option on all your social media apps.
13. Take advantage of the safety tools included on platforms like Instagram. From comment blocking tools to switching comments off all together, these tools exist to help you have the best experience possible on your social media. More information on setting can be found later on in this section.
14. Most social media networks regularly change their privacy settings but it is important to realise it only takes one like or comment for something to go viral. While you might think people who aren't your friends can't see any of your images or what posts you have liked, that is not necessarily the case.
15. Be respectful, you should avoid making any comments or statements, whether in writing or verbally, which might be deemed to be:
 - a. derogatory or offensive to members of the public or certain groups; or
 - b. disparaging or critical of your team-mates or the Team's staff/sponsors.This includes all interactions with the media but also when you are streaming or posting on social media.
16. You should also avoid making disrespectful comments about your opponents or any other teams, coaches, players, tournaments, leagues, games, game publishers or any regulatory or governing bodies within football.
17. If you're worried or are feeling uncomfortable, tell your parents/guardians, a trusted staff member or volunteer, the children's officer;
 - a. about any communications that make you feel uncomfortable or that ask you not to tell others.
 - b. if you are unhappy about anything sent to you or said about you over the internet, social networking sites, text messages or via email;
18. If you receive an image or message you find offensive, threatening or upsetting. Make sure you copy and save the image/message elsewhere – or print it off before you remove and destroy it. It may be needed as evidence;
19. It's important to be aware that a message between two people is private, but if one person shares it, it is considered public. If the original message was offensive, etc. then the person who shared is liable to same action as originator as they are classed as having posted it.

Consider 3 key questions before posting anything online:

1. Would you say this in front of your family members?
2. Would you say this in front of the youngest child at your club?
3. Would you say this to a journalist at a press conference or in front of your coach or manager?

If the answer is no to any of the above, then do not post it on social media!

SECTION 2**PROTECT YOURSELF**

You can take action to protect yourself online, below provides information as to how you can do this.

In order to limit the amount of abusive behaviour and protect individuals, various platforms have implemented functionalities and measures to actively monitor and limit the appearance of potentially harmful comments.

Facebook, Instagram and TikTok offer extensive options for setting up a blocklist of terms in any language, automatically blocking comments (on Instagram also private messages) containing these keywords on these profiles. Please note, all tools that are described below can only be managed with individual access to the profiles that are concerned.

You can also turn off comment sections on your post.

Below are links to pages where you can gain step by step guidance on how to enable many of these functionalities.

Facebook: https://www.facebook.com/help/122006714548814/?helpref=uf_share

Instagram: <https://about.instagram.com/safety>

Twitter: <https://help.twitter.com/en/safety-and-security>

<https://help.twitter.com/en/safety-and-security/how-to-make-twitter-private-and-public>

Some examples are provided below:

How can I stay safe on Facebook and what safety resources are available to me?**Copy link**

Here are a few things you can do to stay safe on Facebook:

- 20.** Learn how to use Facebook's privacy shortcuts and settings to comfortably share and connect with others.
- 21.** Learn how to recognize sensitive content and behavior and how to report it.
- 22.** Remember these simple rules about staying safe online:
 - Never share your password.
 - Think before you post.
 - Adjust your privacy settings and review them often.
 - Only accept friend requests from people you know personally.
 - Report things that look suspicious.

Block keywords from comments on your facebook profile

1. Click your profile picture at the top of Facebook.
2. Select Settings & privacy, then click Settings.
3. In the left menu, click Profile and Tagging.

- a. If you have Facebook access to a Page in the new Pages experience: From your profile, follow the steps above, click Privacy, then click Profile and Tagging.
4. Below Profile, select Hide comments containing certain words from your profile. Add keywords that you want to block:
 - a. To add words or phrases: Type words or phrases separated by commas.
 - b. To add an emoji: Click , select the emoji you want to block.
 - c. To add a list of keywords: You can copy and paste a list of keywords in the text box, then press Enter on your keyboard. If you'd like to upload a list of keywords, click , then select Upload from .CSV and follow the instructions to upload your file.
5. Review your keyword list.
 - a. If you included variations in your list, click Show Variations to see them. The variations will appear in gray. You can remove them by clicking Remove [number] Variations.
 - b. If you want to remove an individual keyword from the list, click [x] next to it.
6. Click Save.

Keep in mind

You can only hide certain words from appearing in comments on your profile. You can't hide certain words from comments or posts in your Feed. You can **unhide comments** that contain blocked words by going to the comment and clicking **Unhide**.

Turn comments on or off for Instagram posts

You can turn off commenting to prevent people from commenting on an individual post. When you turn off commenting, any comments that are currently on your post will be hidden.

If you turn commenting back on for a post, previous comments will be restored and people will be able to comment again.

To turn commenting off or on for a post you've shared:

23. Click next to your post.
24. Select Turn off commenting or Turn on Commenting.

You can also turn off commenting for a post before you share it. On the screen where you add a caption or location to your post, click **Advanced settings**, then click the toggle next to **Turn off commenting**.

[Learn more about deleting and reporting comments.](#)

SECTION 3

HOW AND WHERE TO REPORT CONCERNS

INTERNAL:

The relevant service's Children's Officer or Designated Liaison person

EXTERNALS:

The Garda Crime Prevention National Centre of Excellence Garda H.Q., Harcourt Square, Dublin 2. Tel: (01) 6663362, Fax: (01) 6663314 Email: NCPU@garda.ie

An Garda Síochána www.garda.ie

The Tusla Dedicated Contact Points <https://www.tusla.ie/get-in-touch/duty-social-work-teams/>

TUSLA reporting portal <https://portal.tusla.ie/Account/Login?ReturnUrl=%2F>

Office for Internet Safety www.internetsafety.ie

Child Safety Issues www.childline.ie

Tips on Internet Safety www.webwise.ie

The Internet Service Providers' Association of Ireland (ISPAI) operates the hotline, the service which allows the public to report suspected illegal content or activities found on the internet <https://www.hotline.ie/>

The National Parents Council Primary (NPC Primary) operates the parent/adult helpline, a dedicated helpline to deal with issues relating to internet safety, including cyberbullying. The NPC also provides parents with training courses, both online and face to face <http://www.npc.ie/>

SECTION 4

REGULATIONS

You are bound to adhere to FAI Policy and Regulations. If you are in breach of these it may result in disciplinary action. Equally, the regulations are there to support and protect you and action can be taken against people within the game who may breach the Regulations.

Some Key FAI Regulations are listed below

FAI GOVERNANCE HANDBOOK

Section 3 Regulation 11.4

ANTI-DISCRIMINATION POLICY FOR FOOTBALL

The FAI shall not tolerate sexual or racially-based harassment or other discriminatory behaviour, whether physical or verbal, and shall work to ensure that such behaviour is met with appropriate disciplinary action in whatever context it occurs.

Section 7

REGULATION 2. RACISM/DISCRIMINATION

1. Any Participant, who offends, disparages, discriminates against or denigrates someone, or a group of persons, in a derogatory manner on account of 'race', skin colour, language, religion, disability, gender, ethnic and/or national origin(s) or sexual orientation, or perpetrates any other racist/discriminatory and/or contemptuous act, shall be subject to disciplinary sanction. The relevant disciplinary body shall consider and have the power to impose a suspension, fine and/or other sanction as deemed appropriate. In the case of individuals, the minimum suspension shall be for a period of ten (10) matches.

5. Sexual or racially-based harassment or other discriminatory behaviour, whether physical, verbal and/or written, direct or indirect or via social media channels, shall result in disciplinary action.

REGULATION 10. INCITING HATRED OR VIOLENCE

1. A Participant who publicly incites others to hatred or violence may be sanctioned with suspension and/or a fine.

REGULATION 11. PROVOKING THE GENERAL PUBLIC

1. Any Participant who provokes the general public shall be suspended for a minimum of two matches and sanctioned with a fine.

REGULATION 12. OFFENSIVE BEHAVIOUR

1. Any Participant who insults someone in any way, especially by using intimidation, threats, offensive gestures or language, or who violates the principles of fair play or whose behaviour is unsporting in any other way may be sanctioned with a suspension and/or fine and/or a ban on performing any football related activity or other sanction deemed appropriate.

REGULATION 14. BRINGING THE GAME INTO DISREPUTE

1. Any Member, League, Club or Participant who has brought the game of football or the FAI into disrepute by any means including written, verbal and/or by action (e.g. where a Player(s) and/or Official(s) engages in behaviour which is improper, violent, threatening, abusive, indecent or uses insulting or provocative words) may be sanctioned.

REGULATION 17. DISPARAGING COMMENTS AND/OR ACTIONS

1. Public comment and/or actions of the following nature may result in disciplinary sanction:

- a) Comments and/or actions which are offensive or threatening in any way and/or;
- b) Comments and/or actions causing damage to the game or the FAI or bringing the game or the FAI into disrepute and/or;
- c) Unsubstantiated allegations or comments which question the integrity of any person or body or are disparaging in any way;
- d) Publication of material which questions the integrity of any person or body or are disparaging in any way.

SECTION 5

POLICIES AND LEGISLATION

FAI social media

Key sections: 5. Personal Use of Social media Site, 6. Using social media, 8. Photography & Filming

UEFA Safeguarding policy

https://www.uefa.com/MultimediaFiles/Download/uefaorg/General/02/63/58/39/2635839_DOWNLOAD.pdf

Key sections: 1.6.2, 2.6.3, 2.6.4, 2.6.5 and 2.7.4

The FIFA Safeguarding policy

<https://www.fifa.com/social-impact/fifa-guardians/guidance>

Key Section: page 78

There is essential legislation in place which you should be mindful of when using social media, to ensure you do not break the law. However, there is also legislation there to protect you.

Illegal online content:

- online child sexual abuse material
- activities relating to online child sexual exploitation
- intimate image abuse (intimate images and videos shared online without the person's consent)

CRIMINAL LAW (SEXUAL OFFENCES) ACT 2017

Hate speech; Criminal Justice (Incitement to Violence or hatred and Hate Offences) Bill 2022 (Bill105 of 2022)

The General Data Protection Regulation (GDPR)

Data Protection Act 2018.

SECTION 6

USEFUL LINKS

The Garda Crime Prevention National Centre of Excellence Garda H.Q., Harcourt Square, Dublin 2. Tel: (01) 6663362, Fax: (01) 6663314 Email: NCPU@garda.ie

An Garda Síochána www.garda.ie

Office for Internet Safety www.internetsafety.ie

Child Safety Issues www.childline.ie

Website of National Parents Council www.npc.ie

Tips on Internet Safety www.webwise.ie

Irish hotline for public to report child pornography and other illegal content on the internet www.hotline.ie

<https://www.garda.ie/en/crime-prevention/online-harassment.pdf>

<https://www.fai.ie/domestic/governance/fai-handbook>

<https://www.fifa.com/social-impact/fifa-guardians/guidance>

https://www.uefa.com/MultimediaFiles/Download/uefaorg/General/02/63/58/39/2635839_DOWNLOAD.pdf

<https://about.instagram.com/safety>

https://www.facebook.com/help/122006714548814/?helpref=uf_share

Football Association of Ireland

Sample Child/ Young Person Social Media Consent Form

Organisation Name	
Child's Name	

In accordance with the FAI Social Media Policy, (insert organisation name) will not permit personal details, photographs or videos of children to be taken without the consent of their parents / guardians.

If at any time, the child or parent / guardian wishes images or their details to be removed from (insert organisation name) social media page(s) the administrators should be contacted as per the FAI Social Media Policy. This information should be removed within seven days.

To be completed by parent / guardian:

- ☐ I consent to (organisations name) using my child's name on social media.
- ☐ I consent to (organisations name) taking photographs or videoing my child.
- ☐ I confirm that I have been made aware of how the organisation will use these images or videos and how these images or videos will be stored within the organisation.
- ☐ I confirm that I have read, or been made aware of the FAI Social Media Policy.
- ☐ I confirm that my child is not subject to family, care or legal proceedings.

Signature of parent/ guardian	
Print name of parent/ guardian	
Date	

To be completed by the Club Chairman

Signature of Club Chairman	
Print name of Club Chairman	
Date	

Football Association of Ireland

Sample Social Media Consent Form

Organisation Name	
Person's Name	

In accordance with the FAI Social Media Policy, (insert organisation name) will not permit personal details, photographs or videos of children to be taken without the consent of the individual.

If at any time, the individual wishes images or their details to be removed from (insert organisation name) social media page(s) the administrators should be contacted as per the FAI Social Media Policy. This information should be removed within seven days.

To be completed by the individual:	
<input type="checkbox"/> I consent to (organisations name) using my name on social media. <input type="checkbox"/> I consent to (organisations name) taking photographs or videoing me. <input type="checkbox"/> I confirm that I have been made aware of how the organisation will use these images or videos and how these images or videos will be stored within the organisation. <input type="checkbox"/> I confirm that I have read, or been made aware of the FAI Social Media Policy.	
Signature of individual	
Print name of individual	
Date	

To be completed by the Club Chairman

Signature of Club Chairman	
Print name of Club Chairman	
Date	

Appendix 13 of Child Welfare & Safeguarding policy

TEMPLATE TRAVEL PROTOCOL AND CODE OF STANDARDS FOR LEAGUE AND CLUB GROUPS

Information within is a guidance to assist Leagues and clubs however, it is the responsibility of the League or club, to ensure the content is appropriate.

.....
{Insert league name here}

Annual Consent Form

This form should be signed by the legal guardian (usually parent/carer) of a child or young person under the age of 18, together with the child or young person. Please note that if you have more than one child under the age of 18 selected, then you will need to complete a separate form for each young person.

PERSONAL DETAILS

Player Surname			
Passport Photo			
First Name/s			
Date of Birth			
Address			

Contact Phone Numbers

Home		Mobile	
------	--	--------	--

Alternative Contact Numbers

--	--	--

..... recognises the need to ensure the safety and welfare of all young people in football. As part of that commitment, we need to confirm if you agree to the above mentioned player, being involved as and when invited, to participate in the
 {Insert league name here} Team Events under the following conditions:

Travel

Arrangements will be made to provide transport for all players to and from designated pick up points for each Team Event. The
 {Insert league name here} responsibility for your child starts and stops at the agreed pick up points, it is your responsibility to arrange transport to and from, the agreed pick up point which you will be notified of prior to each Event.

Remote Supervision

There may be occasions when your child is involved in planned and structured unsupervised non-football activities (e.g. shopping trips). Players will only be permitted to participate in these activities if they are considered appropriate to do so. You will be informed prior to the event if any form of remote supervision will take place for such activities.

Water based activities

There may be occasions when your child is involved in planned and structured swimming activities. Use of the swimming pool for rehabilitation exercises and or training may occur. Appropriate supervision including qualified lifeguard cover will be provided.

(Please tick as appropriate)

I confirm that my son/daughter can swim 50 metres	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I confirm that my son/daughter is confident in a pool	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I confirm that my son/daughter is confident in the sea or in open inland water	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Use of images of children/young people under the age of 18 years

It will be necessary for the to take group and individual pictures of all players as well as videotaping matches for training purposes. In addition some matches may be televised. If your child is the subject of a court order or temporarily in the care of the Health Board (now or in the future) you must inform the Event Administrator.

..... will take all steps to ensure that images are used solely for the purposes they are intended, which is the promotion and celebration of the activities
 {Insert league name here} Teams. If you become aware that these images are being used inappropriately, you should inform any member of the Staff immediately.
 {Insert league name here}

Consent of Legal Guardian

I give consent for my son/daughter to participate in the
Team Events and agree to the conditions outlined above.

{Insert league name here}

(Please tick as appropriate)

I confirm that my son/daughter is not the subject of a court order or in the care of TUSLA

☐

I confirm that my son/daughter is currently under a court order/is in the care of a TUSLA

☐

Signed (Legal Guardian):

Print Name:

Date:

Players Consent

I agree to participate in the Team Events as and when
invited and agree to adhere to guidelines and or codes of conduct that may be issued in the interest of my
safety.

{Insert league name here}

Signed (Player):

Print Name:

Date:

.....
{Insert league name here}

Child Welfare Information For Parents/Carers

Dear Parent,

We in theare committed to ensuring that all necessary steps are taken to protect and safeguard the welfare of children and young people who participate in football.
{Insert league name here}

It is the policy of the..... to safeguard the welfare of our under age players by protecting them from physical, emotional or sexual harm and from neglect or bullying.
{Insert league name here}

This information is given to you not as a response to massive problems within soccer, rather the
..... has accepted its moral and legal responsibilities and mainly to ensure that children enjoy football in safety.
{Insert league name here}

At all times we are committed to providing the highest possible standards of care in a safe environment.

In this respect children are entitled to:

- » be safe
- » be treated with dignity, sensitivity and respect
- » experience competition and the desire to win as a positive and healthy outcome of striving for best performance
- » be happy, have fun and enjoy football
- » comment and make suggestions in an appropriate and constructive manner
- » be listened to
- » be believed

Most importantly they are entitled to express concerns and make complaints in an appropriate way and have these dealt with through an effective complaints procedure.

On all away trips there is a designated Head of Delegation who has overall responsibility for the player's wellbeing, behaviour and accommodation arrangements.

He/she will also act/appoint a designated child protection officer for the trip and all concerns or complaints should be submitted to this person.

In the event that the complaint refers to this person they can approach any member of staff of their choice and they can be assured that their concerns will be dealt with in an appropriate manner.

Parents and players are also advised that they can also raise concerns with the FAI Child Welfare & Safeguarding Department childwelfare@fai.ie

Parents and players inhibited for any reason in reporting any incident internally or unhappy with the internal response, can also report concerns to your local child and family agency TUSLA who have statutory responsibility for safeguarding and protecting the welfare of children here in Ireland.

The first priority is that no player will be exposed to unnecessary risk in keeping with the fundamental principle that the welfare of the child is the first and paramount importance.

All allegations of child abuse will be managed in accordance with Irish legislation as outlined in the Children First Act 2015 and Children First National Guidance for the Protection and Welfare of Children 2017.

In keeping with best practice standards, a parent/guardian consent form is required for all activities relating to your son/daughters participation whilst in the care of the.....
{Insert league name here}

A medical consent form is also required.

.....
{Insert league name here}

Child Welfare Advice for Players

We in the are committed to ensuring that all necessary
s are taken to protect and safeguard the welfare of children and young people participate in football. It is the
policy of the to safeguard welfare of our under
age players by protecting them from physical, emotional or se harm and from neglect or bullying.

This information is given to you not as a response to massive problems within football rather the
..... has accepted its moral and legal
responsibility and mainly to ensure that children enjoy football in safety.

At all times we are committed to providing the highest possible standards of care safe environment.

In this respect you are entitled to:

- » be safe
- » be treated with dignity, sensitivity and respect
- » experience competition and the desire to win as a positive and healthy outcome of striving for best performance
- » be happy, have fun and enjoy football
- » comment and make suggestions in an appropriate and constructive manner
- » be listened to
- » be believed

Most importantly, you are entitled to express concerns and make complaints in an appropriate way and have these dealt with through an effective complaints procedure.

On all away trips there is a designated Head of Delegation who has overall responsibility for the player's wellbeing, behaviour and accommodation arrangements. He/she will also act/appoint a designated child protection officer for the trip and all concerns or complaints should be submitted to this person. In the event that complaint refers to this person you can approach any member of staff of your choice and you can be assured that your concerns will be dealt with in an appropriate manner.

If you have problems with this procedure you should inform your parents or any trusted adult you can help you in having your concerns or complaints dealt with. It is most important that you do not keep secrets about anybody who is causing you harm or distress of any kind.

Players and parents inhibited for any reason in reporting any incident internally or unhappy with the internal response, can also report concerns to your local Children and family agency TUSLA who have statutory responsibility for safeguarding and protecting the welfare of children here in Ireland.

The first priority is that no player will be exposed to unnecessary risk in keeping with the fundamental principle that the welfare of the child is the first and paramount importance.

All allegations of child abuse will be managed in accordance with Irish legislation as outlined in the Children First Act 2015 and Children First National Guidance for the Protection and Welfare of Children 2017.

Emergency Procedures Guidance (Part A)

Fill in the details on **Part B** of this Form before the Event starts. Carry this and any information/means to use it. Use it at all times following a serious accident or incident, that is:

- » An accident leading to death, serious or multiple fractures, amputation or other serious injury.
- » Any circumstances in which a party member might be at serious risk or suffer serious illness.
- » Any unusual circumstance in which the press or media are involved or might become involved.
- » Any incident which may give rise to a legal liability claim against a player/staff member/insert league name here.

1. First Steps - Care of the Group

- » Ensure their safety from further danger
- » Arrange search, rescue medical care or hospitalisation of casualties as necessary

2. Next Steps - What Happened?

- » Listen carefully, write down
- » What happened?
- » To Whom?
- » Where?
- » When?
- » What has happened since?
- » Who witnessed it? (Get witnesses to sign and give their address)

3. Telling people about the incident

As soon as possible

- » Inform the contact person as soon as possible
- » Notify the Irish Embassy or Consulate (for Events outside the Irish Republic)

Whoever you contact you will need to know

- » What happened?
- » To whom?
- » Where?
- » When?
- » What has happened since?
- » A telephone number where you can be contacted

4. Do

- » Keep a written record of all that happens

5. Don't

- » Speak to the press or media - refer in the first instance to the relevant press contact.
- » Admit any liability
- » Let anyone talk to any young person involved in the incident without a member of Staff being present.

6. Remember

- » Nobody, unless they have an official capacity (e.g. the police), has a right to see anyone who does not want to see them.
- » If anyone tries to force a confrontation, do not do anything but call the police.
- » Try your best to be compassionate with everyone involved.



Emergency Procedures Guidance (Part B)

Event description

Dates

Name of Event Leader

Thecontact person.
(Insert league name here)

Name:

Address:

Phone No 1:

Phone No 2:

Email address:

For Events outside the Republic of Ireland

Irish Embassy(ies) or Consulate(s)

Address:

Phone No:

Names of Group Members

Staff:

Players:

Guidance for Event Leader/Designated Person for Child Protection

We in the are committed to ensuring that all necessary steps are taken to protect and safeguard the welfare of children and young people who participate in football. It is the policy of the safeguard the welfare of our under age players by protecting them from physical emotional or sexual harm and from neglect or bullying.

At all times we are committed to providing the highest possible standards of care in a safe environment.

In this respect children are entitled to:

- » be safe
- » be treated with dignity, sensitivity and respect
- » experience competition and the desire to win as a positive and healthy outcome of striving for best performance
- » be happy, have fun and enjoy football
- » comment and make suggestions in an appropriate and constructive manner
- » be listened to
- » be believed

Most importantly, they are entitled to express concerns and make complaints in appropriate way and have these dealt with through an effective complaints procedure. In this respect children should be actively encouraged to report problems or concerns regardless of how minor or serious the problem might be.

Confidentiality and recording procedures.

Confidentiality is about managing information in a respectful, professional and purposeful manner. Confidentiality should be maintained in respect of all issues and people involved in concerns about the welfare of a child or bad practice within the Association. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

The following points should be borne in mind:

- » A guarantee of total confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- » All information should be treated in a careful and sensitive manner should only be discussed on a need to know basis
- » Information should be conveyed to the parents/guardians of the child about whom there are concerns in a sensitive manner
- » Any reports meeting the threshold of a reasonable grounds of concern should be reported to TUSLA in line with section 5 of the Child Welfare and Safeguarding policy.

When requesting the staff member to stand aside the Head of Delegation/Event Administrator will privately inform the staff member:

- » The fact that an allegation has been made;
- » The nature of the allegation;
- » The staff member shall be afforded an opportunity to respond;
- » The response should be noted, recorded and passed on.

The staff member concerned should be aware 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.

The Head of Delegation shall keep a detailed record of all discussions regarding alleged or suspected abuse in line with the FAI Child Welfare and Safeguarding policy.

All documents will then be referred to the safeguarding roles within the organisation or the FAI Mandated person, who will in consultation with TUSLA personnel decide if a formal complaint is to be made to the statutory authorities, in line with the FAI Child Welfare and Safeguarding policy.

Should it be decided that a formal report is to be made, the Head of Delegation/Event Administrator will inform the staff member of this decision. Any further action will be taken in consultation with the statutory authorities only after the matter has been fully investigated by the statutory authority.

Should it be decided that the complaint does not meet threshold for making a formal report to the statutory authorities (child abuse) the staff member will be informed and the matter may then be referred to the Leagues internal disciplinary committee (poor practice) in line with agreed procedures.

- » Giving information to others on a “need to know” basis for the protection of a child is not a breach of confidentiality.

Response to a child reporting any form of abuse

The following points should be taken into consideration:

- » It is important to deal with any allegation of abuse or poor practice in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing them about details of what happened;
- » The child should not be questioned unless the nature of what they are saying is unclear. Leading questions should be avoided. Open, non-specific questions can be used such as “Can you explain to me what you mean by that”;
- » It is important to stay calm and not to show extreme reaction to what the child is saying. Listen with compassion and take what is being said seriously;
- » The child must understand that it is not possible that any information will be kept secret;
- » No judgemental statement should be made against the person about whom the complaint or allegation refers to;
- » It is important to remember that in extreme cases the child may have decided to tell about something very important and may be taking a huge risk in doing so. Therefore the experience of telling should be a positive one.
- » The child should be given some indication of what is to happen next. In serious cases the child should be informed that you are referring the matter to the League safeguarding roles/the FAI child welfare & safeguarding department for advice/ or to inform Tusla.

The safety of the child is of paramount consideration so you are obliged to take any steps, which may be immediately necessary to protect the child.

Should a child make an allegation of abuse by a member of staff, immediate advice should be sought from League safeguarding roles/the FAI child welfare & safeguarding department for advice/ or to inform Tusla. Any measures taken should be proportionate to the level of risk and should not unreasonably penalise the staff member financially or otherwise, unless necessary to protect children.

If the allegation is of a serious nature the staff member will be asked to stand aside and the matter will be dealt with in accordance with agreed complaints procedures. Where protective measures, such as suspension, do penalise the staff member, it is important that early and prompt consideration be given to the case.

{Insert league name here}

Guidance for Remote Supervision

During the time that remote supervision takes place, the Head of Delegation must ensure that players are aware of the ground rules and are adequately equipped to be without direct adult supervision within a peer group. There should be clear time limits, which are not too long. The size of the group should also be considered. As a minimum, players should have the following:

- » Telephone numbers and emergency contacts if lost
- » Money
- » Maps and plans, any other information for them to act effectively
- » Location of local phones and the appropriate coins
- » A knowledge of how to summon help
- » A knowledge of out of bounds areas or activities
- » Identity cards and a rendezvous point

It is important that young players are told not to go off on their own, are given clear instructions about permitted remote supervised activities and understand and accept the ground rules.

Remember players should only be allowed to use a swimming pool, swim and paddle in the sea or other natural waters as formal and supervised activities with appropriate qualified lifeguard cover.

Under exceptional circumstances, you may have to change your plans at short notice. Carefully consider any potential risks when planning any alternatives.

Guidance for water-based activities

Swimming in the sea or other natural waters

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a group. They should only be allowed as formal and supervised activities, preferably in recognised bathing areas, which have official surveillance i.e., qualified lifeguard cover. Nevertheless, young players should always be in sight of their supervisors. One supervisor should always stay out of the water for better surveillance.

A member of staff should hold a relevant lifesaving award especially where lifeguard cover may not be available.

The Event Leader should:

- » Be aware that many children who drown are strong swimmers.
- » Ascertain for themselves the level of the young person's swimming ability. ,
- » Be aware of local conditions, such as currents, weeds, a shelving, uneven or unstable bottom, using local information from the lifeguard, coastguard, harbourmaster, police or tourist information office.
- » Designate a safe area of water for use by the group.
- » Be aware of the dangerous effects of sudden immersion in cold water.
- » Ensure that the young players have not eaten (at least half an hour before swimming).
- » Ensure the activity is suitable for young players (especially for those with any disabilities).
- » Adopt and explain signals of distress and recall.

Swimming pools

Heads of Delegation should consider a minimum ratio of 1 adult to 10 players for swimming pools. If using a pool that has not been used before it is advisable to check the following:

- » Is there constant pool supervision and a sufficient number of lifeguards?
- » Where there is no lifeguard, the Head of Delegation/delegated staff member should stay at the poolside at a raised location. In such circumstances, the Head of Delegation or designated member of staff should have a relevant lifesaving award and be accompanied by an appropriate number of supervisors.
- » Is the water temperature appropriate?
- » Is the water clear?
- » Are there signs clearly indicating the depth and is there a shallow end?
- » Does the deep end allow for safe diving?
- » Is there a poolside telephone?
- » Are there resuscitator and other pieces of first aid and rescue equipment, and is there someone trained to use them?
- » Have the young players been instructed how to behave in and around the water?

Specific parental consent should be obtained for water-based activities. Parental consent does not mean that the Head of Delegation or designated staff should not check for themselves the level of a players swimming ability.

.....
{Insert league name here}

Event Leader Report Form

Event:
Dates:
Venue:
Event Leader:
Designated Child Protection Officer:
<p>Staff Details:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6.
Injuries/ Accidents:
<p>Complaints (All documentation to be forwarded to the League Children's Officer)</p>
Issues Arising:
Any other comments arising from debriefing

Name of Hotel:

Rooming Arrangements:

Staff:

[illegible]

Players:

[illegible]

Signed (Event Leader):

Date:

.....
{Insert league name here}

Health & Safety of Young People Code of Practice

Every potential and existingaplayer should be able to participate in an enjoyable and safe environment and be protected from any form of abuse. The insert league name here recognises and accepts its responsibility to safeguard the welfare of all young people and children by protecting them from physical, emotional or sexual harm and from bullying and neglect. It is determined to meet these obligations to ensure that all those in the
..... who provide opportunities for children and young people do so, to the highest possible standard of care.

This code of practice has been produced as clear guidance to ensure the health and safety of children and young people at any Team events. Events include development and selection courses, and all Tournaments. This includes those events where all players are under the age of eighteen and also senior events where young players are included.

Introduction

The health and safety of all children and young players under 18 and involved in any activity run by the
..... is of paramount importance.

Responsibilities-Away Trips

The will appoint a Head of Delegation who is responsible for the safety of young players at all times and for every aspect of the Event. The Head of Delegation must:

- » Have experience in supervising players of all of the age groups participating in the Event
- » Ensure that all staff have complied with the
staff screening requirements
- » Be capable of organising the Event, staff and players effectively
- » Ensure that all coaches are qualified for the work allotted to them
- » Complete a risk assessment form for each Event
- » Appoint a Designated Person for Child Protection who is responsible for all child protection issues and the general wellbeing of players under 18. Reference should be made to the FAI Child Welfare & Child Safeguarding policy.
- » Complete and submit the Event Report Form.

Appointed staff are responsible to the Head of Delegation and must:

- » Have appropriate knowledge of the/FAI
Child Welfare and Child Safeguarding policy
(Insert league name here)
- » Be aware of their specific responsibilities at all times throughout the Event
- » Have completed and returned Staff Personal and Medical Consent Forms
- » Have complied with all insert league name here vetting and screening procedures

Risk Assessment

The Head of Delegation must carry out a risk assessment for the Event. He/she must consider potential hazards and what safety measures should be taken to avoid them and produce a contingency plan. He/she should consider what will be done in the event of a serious accident, injury or emergency.

No amount of planning can guarantee a safe and incident free trip but good planning and attention to safety measures can reduce the likelihood of serious incidents. Check travel, venue, staffing, weather and catering arrangements for possible dangers and put in place safety and emergency procedures.

If players are allowed to swim or be involved in any water activity while on the Event, including the use of pools for rehabilitation work, the Head of Delegation must establish the swimming competence of each player. The Head of Delegation must arrange appropriate lifeguard supervision.

If the Event is to involve experience of adventure or other high-risk activity and a specialist provider is engaged, the Head of Delegation must obtain written confirmation from the provider that a current licence issued by the appropriate Licensing Authority is held for the activity in question. The Head of Delegation must check that the insurance covers these activities both at home and abroad.

Advance Visit

Unless previously visited by or otherwise known to the Head of Delegation or appointed staff, the Head of Delegation or appointed staff should visit the Event venue(s) in advance. The Head of Delegation should check arrangements for travel accommodation (including food and drink), playing, training and medical facilities communications, laundry and opportunities for recreation.

The Event Plans

The Head of Delegation/Event Administrators plans must include consideration of the:

- » Age of the players
- » Nature of Events, particularly if non-football activities are involved
- » Ration of staff to players - 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 provide 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.
- » Qualifications and experience of Staff
- » Description and rota of Staff duties, including designation of Staff to carry and use first aid equipment
- » Medical, educational and/or other special needs of individual players
- » Travel arrangements

- » Contingency measures for exceptional circumstances
- » Insurance
- » Communication arrangements
- » Emergency procedures
- » Designation and briefing of the Designated Person for Child Protection if other than the Head of Delegation
- » Other people who may visit the Event
- » Any other person invited to attend the Event

Medical Support and Equipment

One member of Staff must be qualified in first aid, and should be responsible for the appropriate first aid equipment and for it being available to them at the Event and for treating young players at the Event.

All Staff must know how to contact the emergency services and a working mobile phone must be carried with the group at all times.

Parents/Guardians should be informed as soon as possible if their child suffers a significant injury or accident.

Injuries should be recorded, with a note of action taken in relation to each one. It is recommended that an accident/incident book be maintained with a specific incident form to be completed by staff/leaders.

Supervision Arrangements

The staff to children ratio will depend on

- » The risk assessment
- » The age of the players: 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 provide 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.
- » Any special needs, you may need extra staff if there are children with special needs or disabilities.
- » If you are taking any player who has been a management problem in the past who may need close supervision

The **minimum number** of Staff, (with the exception of remote supervision) at any time during the Event, Sport Ireland provide 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.

The Head of Delegation must communicate with Staff to inform them of their exact supervisory responsibilities and ensure that these responsibilities are clearly understood by the members of Staff.

The Head of Delegation must ensure that there is a Designated person for Child Protection. All players must be made aware as to whom is to carry out this role at the beginning of the Event.

All Staff must have access to a list of the names of players at the Event and access to the Emergency Procedures.

Members of Staff are advised not to be left alone with a child or young person. (See FAI Child Welfare & Child Safeguarding policy). Medical Staff will adhere to Good Practice Guidelines when treating children or young people.

The Head of Delegation and appropriate staff should liaise in relation to young people who might need closer supervision and/or support.

Roll calls should take place frequently and must be made before the group leaves a venue. Players must be given rendezvous points and told what to do if they become separated from the group. Players should be provided with the address and telephone number of their accommodation, which they will be advised to carry with them.

During Players free time, Staff will continue to supervise players. This should be explained to the Players including remote supervision.

Where groups are of mixed gender, there must be a minimum of one male and one female member of staff.

Players at an Event must be easily identifiable and should wear designated kit, unless the Event Leader is advised otherwise. Players should not wear name badges unless these are specifically required by a Tournament or Festival Organiser.

All Players are advised to carry the phone number of the Group Mobile Phone.

During the time away, make sure you consider the following:

- » The need for daily briefings to discuss the day's events, problems and future planning. Provide an opportunity for players to speak alone with staff if necessary. Although private, remember this should always be in view, not behind closed doors.
- » The need for daily staff meetings to review, plan and troubleshoot. It is important to deal with problems (e.g. any conflict within the group, poor behaviour) as early as possible.

After the trip, you should hold a staff debrief session to discuss what went well, what did not go so well, what you have learnt and to make recommendations for further trips.

Travel

Where cars, minibuses and coaches are fitted with seat belts, Players are required to use them.

Staff members should not travel alone with a young person unless it is unavoidable. If travelling by car the Player should sit in the rear seat.

A driver of a vehicle who is not a member of Staff carrying a young person should not be given responsibility for their supervision

In the case of vehicles hired with a driver, the hire contract must be with an approved
{Insert league name here}
 company unless in exceptional circumstances. In the event that a vehicle has to be hired from a company that is not on the
{Insert league name here}
 approved list, the hire contract must be in writing with a reputable operator. The
{Insert league name here}
 requires that the appropriate insurance applies and that the driver is competent to drive the particular vehicle and holds the correct driving licence.

Adults who drive young players in their own car must ensure that their passenger's safety is not at risk by ensuring that the vehicle is roadworthy, and that they hold the appropriate licence and insurance cover for carrying young players.

Insurance for the Event

The League shall ensure that it has adequate insurance cover for all Staff and Players. Parents/Guardians should be made aware of the need for comprehensive insurance to cover their child, e.g. health/medical insurance etc.

If the Event is to include any potentially hazardous activities, once having taken into account the risk assessment guidelines, (e.g. other sports or adventure experiences) particular care should be taken to ensure that Players and Staff are covered appropriately.

Additional insurance may be necessary for Staff or Players with known medical conditions. The Head of Delegation/Event Administrator should check this out, long before departure date.

Accommodation

At all times the Head of Delegation must be satisfied that buildings meet health and safety required standards.

Young player's accommodation must be close to rooms occupied by Staff. Consideration should be given when groups comprise both male and females by allocating the same gender, rooms within the same area. Where possible similar age groups should be kept together. On arrival, players should be shown the accommodation plan and be made aware of Staff rooms and fire exits. A fire drill should be carried out as soon as possible.

At no time can a member of Staff share a room with any young person.

Staff must not use changing, shower or cloakroom facilities at the same time as young players, except in the most exceptional circumstances.

Where groups are of mixed gender, there must be separate male and female sleeping and bathroom facilities for both young people and adults.

Communication with Parents/Carers

The Event Administrator is responsible for ensuring that Parents and young players complete and return all consent forms.

Parents should be informed that when a young player is still attending school is selected, permission should be sought from the Principal to release the young player from school during term time.

Prior to any Event, parents will be informed if a player is selected. The Event Leader Administrator must give to parents/carers written details of the Event including:

- » Dates of the Event
- » Times of departure and return
- » Clearly specified pick up and set down points for players and the beginning and end of any Event
- » Names of the Head of Delegation and accompanying Staff
- » Details of soccer and non-soccer activities (adventure and potentially hazardous activities at the Event must be emphasised)
- » Addresses and telephone numbers of the accommodation being used
- » Telephone numbers of the {insert league name here} and the Event Administrator and contact number/s for the group

- » Insurances
- » Standards of behaviour and dress
- » Clothing and playing equipment required
- » What expenses are covered

Communication with Clubs

When the player is under the age of 18 and not attending school, permission will be sought from the club as well as from parents/carers.

When the player selected is still attending school, Clubs will be advised that permission has been sought from the parent/carer and the player's school. Dates of the Event will also be supplied.

Communication with Young Players

The Head of Delegation must tell young players:

- » The standard of behaviour and dress expected of them, both on and off the football pitch
- » The safety precautions, including supervision arrangements, to be taken
- » To wear seat belts (when provided) when travelling in cars, minibuses or coaches
- » Which expenses will be their own responsibility and which will be met by the insert league name here
- » To carry the Group mobile telephone number, identity cards and address and telephone number of their accommodation with them at all times
- » The name of the Designated Person for Child Protection at the Event
- » That they can approach any member of Staff if they have concerns or worries while at the Event

Documentation at the Event

The Head of Delegation or nominated member of Staff must carry the following documentation at the Event:

- » A list of all group members, both Staff and Players
- » Staff Personal Contact Forms
- » Parental and Player Consent Forms/Contact Numbers
- » Name, address and telephone number of the groups accommodation
- » Emergency Procedures Guidance

The Medical Staff must carry all relevant Medical Consent Forms

Documentation at the Leaguemust keep:
{Insert league name here}

- » The itinerary
- » Names, addresses and telephone numbers of parents/carers
- » Contact addresses and telephone numbers for Staff
- » A copy of the Emergency Procedures Card carried by the Event Leader

- » Copies of all documentation carried by the Event Leader
- » Copies of all Consent Forms for Parents, Players and Staff
- » Copies of all Medical Information

Emergency and Accident Procedures

The Head of Delegation must make themselves familiar with the Emergency and Accident Procedure listed in the Emergency Procedure Guidance and carry it with them at all times.

The Head of Delegation must ensure appropriate staff carry the Emergency Procedure Guidance at all times at the Event.

Overseas Events-Additional Requirements

The European Health Insurance Card (EHIC), of entitlement to free or reduced cost emergency medical treatment for EU nationals in most European countries. Ensure there is appropriate insurance cover.

Passports, visas and vaccinations

The Event Administrator must check the validity of passports of all members of the Event.

If any player is subject to a care or court order, the appropriate Authority must be consulted well in advance and the necessary consent obtained for travel.

In the case of an Event to a country or countries, which require a visa, the Event Administrator must ensure that all Players and Staff are in possession of a valid visa for the country or countries.

In the case of an Event to a country or countries that require vaccinations, the Event Administrator must ensure that all Players and Staff have had the necessary vaccinations.

Money and Valuables

The Head of Delegation must tell Players how to carry money and valuables discreetly. The group's money including Players own pocket money should be held at a secure central location and distributed on a regular basis by a designated member of Staff.

Documentation

In addition to the documentation carried at Events in the Irish Republic, the Head of Delegation must ensure the appropriate staff carry:

- » Travel tickets
- » Passports, visas and vaccination certificates
- » Insurance arrangements and contact telephone numbers
- » Address and phone number of the Irish Embassy or Consulate
- » Location of hospital(s) and medical services and how to contact them
- » A separate list of the numbers of any documents and passports

The Event Administrator must check the validity of passports of all members of the Event.

Mobile Phone

The mobile phone carried with the group must be capable of use in the country or countries concerned.

Contingency Funds

Contingency funds (or access to them) must be taken.

Event Safeguarding Checklist

Completion of the checklist will help ensure that all appropriate safeguarding policies and procedures are in place.

Event/Programme Details	
Date(s) of event/programme	
Event/Programme Coordinator Name	
Event/Programme Coordinator contact details (number/e-mail)	
Other third-party stakeholders	
Event venue	
Accommodation venue (if applicable)	
Other	

1. Does Event/Programme Coordinator have dedicated contact number and e-mail which is easily accessible to Parents	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2. Child Welfare/Safeguarding Lead and Deputy in place, contact number and e-mail easily accessible to all (can be the Event/Programme Coordinator)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3. Risk assessment of any potential for harm to a Child while attending the Event/Programme completed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4. All facilitators/coaches/volunteers garda vetted and have completed their safeguarding 1 (Basic Awareness) training	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5. During the running of the Event/Programme, all facilitators/coaches/volunteers are easily identifiable i.e lanyard, bib	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6. All Children are registered for the Event/Programme. Registration should include information about any disability, medical condition or allergy the Child may have. Details of each Child next of kin is also on record	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7. Event/Programme Coordinator has obtained written consent from Parents/Carers should their Child require emergency medical treatment as deemed necessary on appropriate professional medical advice	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8. To whom and how concerns can be reported has been communicated to all Parents/Carers and Children	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

This could be included wherever event/programme is advertised i.e website or social media

9. Point at which duty of care for Children transfers made clear to Parents/Carers, inclusive of drop-off and collection arrangements	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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10. Code of conduct for Children in place which is written in appropriate language	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
11. Supervision arrangements in place to ensure Children are supervised during 'free time'	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
12. Social Media consent form completed for Children in line with FAI Child Welfare & Child Safeguarding Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
13. At least 1 facilitator/coach/volunteer who will be present on each day of the running of the event/programme is first aid trained	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
14. Is there adequate parking, changing rooms, toilets and are these appropriate for wheelchair users or others with physical impairments	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
15. There are sheltered areas in case of adverse weather	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
16. Procedure in place to ensure emergency access is not blocked in case emergency vehicle is required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
17. Emergency Action Plan in place which includes location of defibrillator, numbers for emergency services	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
18. Accident/Incident report form available if required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
19. Ensure all facilitators/coaches/volunteers and children are aware of fire safety procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
20. If others groups may be using the same venue during the event/programme, there are extra measures in place to ensure Children are safe	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
21. Event/Programme Coordinator to carry out safety walk each morning to check for any potential risks/hazards	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

No.	Actions/Comments	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Reviewed by	
Name	Role
Name	Role
Date	



Parent/Guardian Medical Consent Form

Name:

Address:

Date of Birth:

Contact Tel Number:

Alternative Tel Number:

Club:

Medical Information:

Any specific medical requirements:

Allergies:

Medications:

In the event of a medical emergency, I/We authorise the
{Insert league name here}
nominated Head of Delegation to consent to emergency medical treatment as may be deemed necessary on
appropriate professional medical advice.

Signed (Parent/ Guardian):

Print name:

Date:

.....
{Insert league name here}

Medical Consent Form: Staff

Name:

Address:

Date of Birth:

Contact Tel Number:

Alternative Tel Number:

Medical Information:

Any specific medical requiremens:

Allergies:

Medications:

In the event of a medical emergency, I authorise the
{Insert league name here}
nominated Head of Delegation to consent to emergency medical treatment as may be deemed necessary on
appropriate professional medical advice.

Signed:

Print name:

Date:

Risk Assessment Form

Risk Assessment for Event to:

Risk Assessment carried out by:

Date:

Signed:

What are the hazards?	Who is at risk?	What safety measures are needed?	Who is at risk?
e.g. the setting, weather travel	e.g. Players, Staff, Both	List existing controls. Identify extra action needed for risks for which these controls are not adequate - e.g. administering medicines, accident procedures	This could be a specific member of staff

Parent/Guardian Consent Form

Event:

State the type of soccer activity e.g.; tournament, match, training

Age group(s):

Date(s):

Venue(s):

This form should be signed by the legal guardian (usually parent/carer) of a child or young person under the age of 18, together with the child or young person. Please note that if you have more than one child under the age of 18 selected, then you will need to complete a separate Form for each young person.

Personal Details:

Player's Surname:

First name:

Date of Birth:

Club:

Parental Consent

Non-Football Activities

I consent to my son/daughter attending the above detailed event and give permission for them to participate in the following non-football activities as well as the football activities outlined above:

- Detail the non-football activities here
- Ensure that you list each of them and indicate which are under remote supervision e.g. shopping trip which is under remote supervision, trip to cinema which is supervised
- Include the specifics of any water based activities

(Please tick as appropriate):

I confirm that my child is not under a court order or in the care of the Health Board.

Yes

☐

No

☐

I confirm that my child is currently under a court order/in the care of the Health Board.

Yes

☐

No

☐

I confirm that the swimming abilities of my child have not changed since signing the General Consent Form.

Yes

☐

No

☐

I confirm that the swimming abilities of my child have changed and are detailed as follows:

Travel to the Event

My son/daughter will arrive at the designated pick up point as indicated below at the appropriate time and I understand that the responsibility for my child starts and stops at the agreed pick up point.

{Insert league name here}

Insert pick up point or pick up points here

Time of departure and specific location

Returning from the Event

It is essential that you notify us and comply with one of the following:

1. Collect your child from the designated pick up point at the time stated
2. Inform us of a nominated other who will collect your child from the designated pick up point at the time stated
3. Agree to your child being sent home in via Taxi

I acknowledge that:

1. I will collect my child from:
{Time and specified location must be stated here}

2. I give permission for:to collect my child from
{Name}

3. I agree that my child can be sent home in a TaxiYes/No.....

I acknowledge receipt of the selection letter for the above detailed Event and agree that my son/daughter may attend.

I acknowledge that in the event of unforeseen circumstances, I give permission for my child to be brought home by a member of the Staff or alternately sent home by Taxi.
{Insert league name here}

Signed (Parent/ Guardian):

Print name:

Date:

Players Consent

I agree to participate in the Event(s) as detailed above and agree to adhere to guidelines and or codes of conduct that may be issued in the interest of my own safety and well-being.

{Insert league name here}

Signed (Parent/ Guardian):

Print name:

Date:

Staff Personal Contact Detail Form

In the event of an emergency, it may be necessary to make contact with your family or nominated other. Please complete the following:

Personal Details:

Surname:		
Forename:		
Date of Birth:	Passport No:	
Name of next of kin/nominated other:		
Relationship to you:		
Contact Address:		
Daytime Tel. No:	Evening Tel. No:	Mobile No:

Emergency Contact if next of kin/nominated other is not contactable:

Name:		
Contact Address:		
Daytime Tel. No:	Evening Tel. No:	Mobile No:

Appendix 14 of Child Welfare & Safeguarding policy

Support Guidance for Children with Additional Needs and Vulnerable Persons

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 child Safeguarding 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 practice to have a session plan so everyone knows how to support and coach the player. Examples of what might be entailed are 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
 - » use clear and simple language,
 - » speak directly to the player and
 - » use their name to get their attention before speaking.
 - » 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 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 need extra help
- » Have enough helpers- you may need more than usual if the players need 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

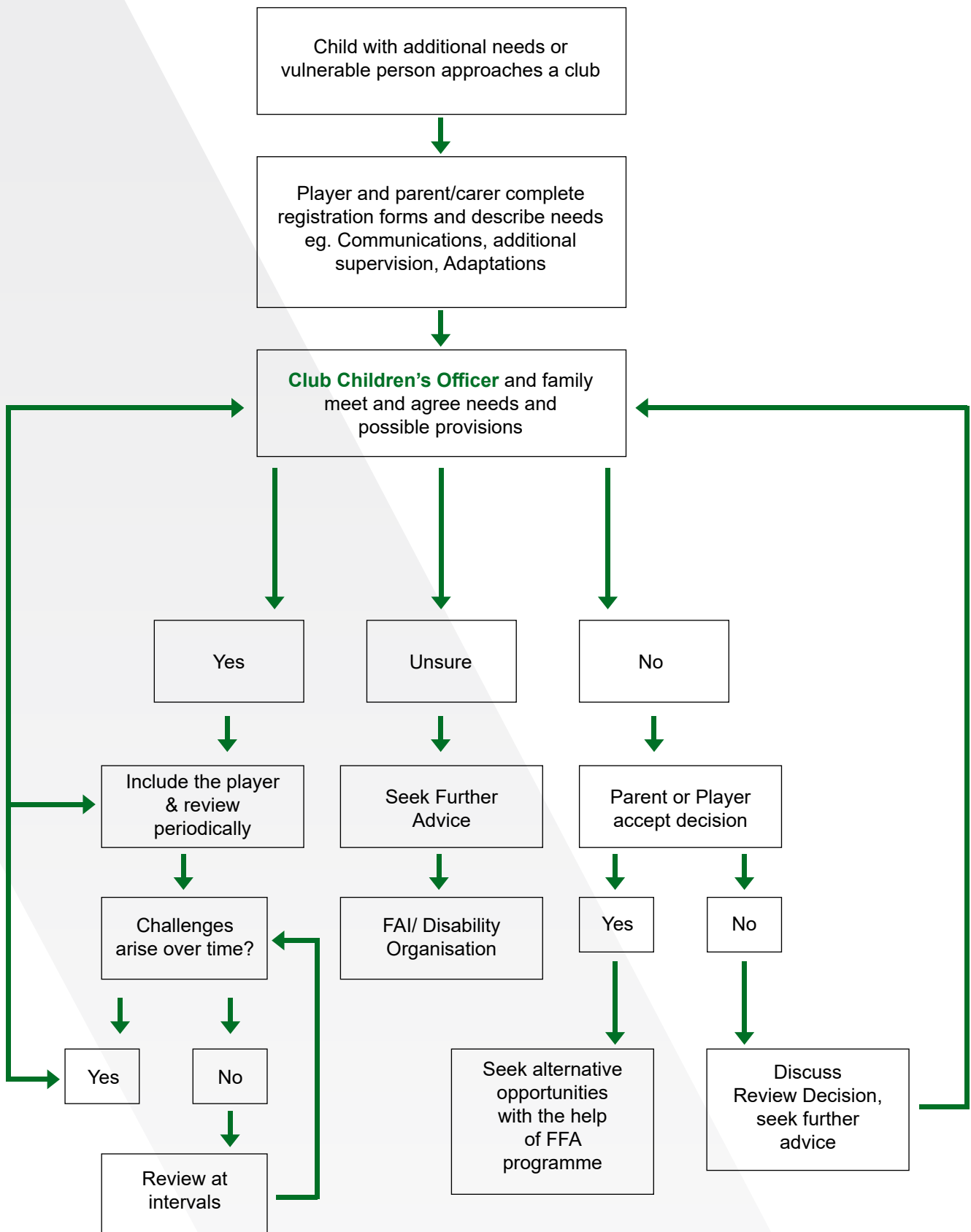
Autism & Asperger's Syndrome

- » Irish Society of Autism
- » Dyspraxia Ireland
- » www.lamSamAslAm.ie
- » 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
- » 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.



Appendix 15 of Child Welfare & Safeguarding policy

Code of Best Practice

INTRODUCTION

The Code of best practice is taken from section 9 of the FAI Governance Handbook.

The FAI lists among its objectives the promotion, development and fostering of the game of Association Football within Ireland. It also confirms its affiliation to UEFA and FIFA and its commitment to be bound by the rules of both bodies.

An essential aspect of the promotion, development and fostering of the game is the promotion and implementation of best practices and pursuits by all involved in the game at every level, permeating down through each of the affiliates, thereby ensuring that the rules of the game are upheld in spirit and in fact and that the manner in which those associated with the game do business, is a positive advertisement for the game in the wider community.

To this end the Association has endorsed the following Codes for all involved in every level of the game and has enshrined it within the rules of the FAI. The purpose of these codes is to assist in attaining the objectives of the Association, to promote and foster the continued development of right relationships between those involved in the game and to promote and safeguard a positive image for the game in the wider community.

Where it is alleged that a body, a person or persons have by virtue of an act or utterance violated any of these Codes, an injured or interested party may make a complaint pursuant to the prevailing 'Complaints' Regulation of the Regulations of the Association and the matter shall be dealt with by the relevant body. Where the complaint is upheld, the body, person or persons shall be deemed to have brought the game into disrepute.

CODE OF BEST PRACTICE FOR ADMINISTRATORS

Administrators at all levels in the game whether committee members in a league or members of the General Assembly, have a responsibility to act to uphold the highest standards of integrity within the game and to ensure that the reputation of the game and the Association and each Member is and remains beyond reproach. It is their duty to ensure that the game is run in an orderly and seemly manner, thereby encouraging the maximum levels of participation and enjoyment by all players and spectators, regardless of the level of the game at which they compete or support. It is further the duty of Administrators to ensure that the Association maximises the earning potential which the game enjoys, thereby providing the finance required to improve standards and facilities throughout the entire game.

1. An Administrator must appreciate that football is an important part of the community at large and accordingly must take into account community feelings when making decisions.
2. An Administrator must emphasise that the Association is opposed to discrimination of any form and promote whatever measures are necessary to prevent discrimination, either direct or indirect from infiltrating the game.
3. When called upon to represent the game in the wider community an Administrator should seek to promote a positive view of the game.
4. Administrators are there to firstly serve the interests of the game and not their own self-interests or any particular sectional interest.
5. Administrators must be constantly mindful of the best interests of the game in the decisions they make.
6. The appropriate Administrators must ensure that monies spent in the name of the game and in the pursuit of the interests and objectives of the game are monies well spent.
7. All monies spent must be fully accounted for within the game.
8. Administrators must carry on the business of the game in a seemly and orderly fashion.
9. Meetings must be carried on in a cordial and business-like manner through the chair.

10. An Administrator must abide by the standing orders regulating the conduct of meetings.
11. It is the duty of the appropriate Administrator to ensure that a complete and accurate set of minutes is available in respect of all meetings held in the name of the game.
12. An Administrator must recognise the sense of ownership felt by those who participate at all levels in the game including players, mentors, those who help out in many different ways, those who officiate as well as supporters.
13. An Administrator must acknowledge that public confidence demands the highest standards of financial and administrative propriety within the game and accordingly shall not tolerate corruption or improper practices of any kind at any time.
14. An Administrator must seek to foster and uphold a relationship of trust and respect between all involved in the game.
15. An Administrator must abhor and reject the use of violence of any nature by anyone involved in the game.
16. An Administrator must be committed to fairness in dealing with all involved in the game.
17. An Administrator must set a positive example for others particularly players, supporters and mentors.
18. An Administrator must promote and develop the game of Association Football, having particular regard to the interest of players, supporters, mentors and the reputation of the game in Ireland.
19. An Administrator must share knowledge and experience when invited to do so, taking into account the interests of the body that has requested these rather than personal or sectional interests.
20. An Administrator must show due respect to others involved in the game.
21. An Administrator must avoid all forms of inappropriate behaviour and must be seen to challenge the use of inappropriate behaviour within the game.
22. An Administrator must refrain from making contributions to the media which are likely to lead to unfair criticism of other people within the game.
23. An Administrator must refrain from making contributions to the media which are likely to portray the game unfairly, incompletely or inaccurately.
24. Administrators must safeguard the confidentiality of information imparted to them in the exercise of their functions.
25. Administrators should promote adherence to the Code of Practice by those within the game with whom they come into contact.

CODE OF BEST PRACTICE FOR MENTORS

Managers/Coaches are key to the establishment of good practices in football. Their attitude to the game directly informs the attitude of the players under their supervision. Mentors must speak and act in a manner consistent with this reality.

1. A Mentor must respect the rights, dignity and worth of each person and treat each equally within the context of the sport.
2. A Mentor must not subscribe to the ethos of “win at all costs”.
3. A Mentor must place the health, well-being and safety of each player above all other considerations.
4. A Mentor must abide by the rules of the game.
5. A Mentor must strive to develop an appropriate working relationship with each player based on mutual trust and respect.
6. A Mentor must have particular regard for the code when working with young players in the game.
7. A Mentor must not exert undue influence to obtain personal benefit or reward.
8. A Mentor must guide players to accept responsibility for their own behaviour and performance.

9. A Mentor must ensure that the activities and strategies they direct and advocate are appropriate for the age, maturity, experience and ability of players involved.
10. A Mentor must at the outset of each season, clarify with the players (and where the players are under the age of 18, their parents) exactly what is expected of them and also what they are entitled to expect from the Mentor.
11. A Mentor must co-operate with specialists within the game e.g. other coaches, officials, sport scientists, doctors, and physiotherapists etc. in the best interest of players.
12. A Mentor must honour the terms of the agreement with his/her club and shall eschew any interest in alternative employment within the game whilst under contract, save insofar as such interest enjoys the consent of that club.
13. A Mentor must not act or speak (directly or indirectly) so as to induce a mentor or an employee of any other club to breach the terms of their agreement with that other club.
14. A Mentor must be conversant with the laws of the game and the rules of any competition in which a team under his/her stewardship is participating.
15. A Mentor must exercise authority and control over the players under his/her stewardship particularly whilst on the field of play and with regard to the decisions of match officials.
16. A Mentor must observe the highest standards of integrity and fair dealing.
17. A Mentor must always promote a positive approach to the game e.g. fair play, honest endeavour and genuine teamwork.
18. A Mentor must not encourage or condone violations of the laws of the game, behaviour contrary to the spirit of the game, or the use of questionable strategies or tactics.
19. A Mentor must not encourage or condone the use of prohibited substances.
20. A Mentor must consistently display high standards of behaviour and comment.
21. A Mentor must not use or tolerate the use of inappropriate language.
22. A Mentor must demonstrate due respect towards match officials.
23. A Mentor must accept the decisions of the match officials.
24. In making public comments on a particular fixture, or on the game in general, a mentor must be mindful of upholding and promoting the good name of the game and others involved in it the wider community.

CODE OF BEST PRACTICE FOR PLAYERS

As players are constantly in the glare of public attention and are widely recognised as the most important people in the sport, there is a considerable onus upon them to speak and act in a manner which promotes all that is good about the game.

1. A Player must make every honest effort to develop their sporting ability, to include fitness, skill, technique and tactical ability.
2. A Player must strive to set a positive example for younger players and supporters.
3. A Player should safeguard the physical fitness of opponents, avoid violence and rough play, and where possible help injured opponents.
4. A Player must give maximum effort and strive for the best possible performance during each game.
5. A Player must avoid all forms of gamesmanship, and time wasting.
6. A Player must refrain from using inappropriate language particularly to referees/officials and other players during games.
7. A Player must make every effort consistent with fair play and the laws of the game to help their own team win.

8. A Player must resist any influence which might, or might be seen to, bring into question their commitment to the team winning.
9. A Player should know and abide by the laws, rules of the game and of any given competition, both in fact and in spirit.
10. A Player should accept victory and defeat with equanimity.
11. A player must resist any temptation to consume or otherwise imbibe any banned substances.
12. A Player must treat opponents with respect at all times, irrespective of the outcome of any game.
13. A Player must demonstrate due respect towards match officials.
14. A Player must accept the decisions of the match officials without protest.
15. A Player must avoid words or actions which may mislead a match official.
16. A Player must abide by the lawful instructions and directions of mentors and team officials.
17. A Player must act towards the mentors and officials of the opposing side in a respectful manner.
18. A Player must demonstrate due regard for the interest of supporters.
19. A Player must not act or speak so as to incite or encourage supporters to act in a manner that may endanger the safety of anyone attending or participating in the game.
20. A Player should not either directly or indirectly place a bet on the outcome of any game in which he is involved.
21. A Player must always have regard to the best interests of the game when publicly expressing an opinion on the game or on others involved in the game.
22. In making public comments on a particular fixture or on the game in general a Player must be mindful of upholding and promoting the good name of the game and others involved in it in the wider community.

CODE OF BEST PRACTICE FOR PARENTS

Parents have a powerful influence on the level of fun and enjoyment which children derive from the game and on the degree of enthusiasm with which they participate in it. Positive encouragement is the key to a child's enjoyment of the game, their sense of personal achievement, the development of their skill levels and their self-esteem.

1. Parents should avoid coaching their child during the game.
2. Parents should not shout and scream.
3. Parents should respect the decisions of the match officials.
4. Parents should give attention to each participating child, and not just to the most talented.

CODE OF BEST PRACTICE FOR SPECTATORS

Spectators convey to the wider community the values of the game.

1. Spectators should appreciate the opposition as well as their own team.
2. Spectators should be respectful towards all players whilst on the field of play, regardless of nationality, race, religion or other affiliations.
3. Spectators should show appreciation of the efforts of all players who are substituted.

Appendix 16 of Child Welfare & Safeguarding policy

Sample Stand Down Orders and Rescinding the order

It is the responsibility of the issuing body (Club, League, Member) to ensure the content of the Stand Down Order is appropriate.

Sample 1: Stand Down Order

Private and Confidential

Name

Address

By Post only/via email only

Date

Dear [Name]

I am writing to you in relation to notification the [Name of Club or League or National Body] received from An Garda Síochána/TUSLA. [Name of Club or League or National Body] have been notified that An Garda Síochána/TUSLA are currently investigating a matter involving yourself. [The Name of Club or League or National Body] are required to refer you to Section 3, Regulation 12.6 (Stand Down Orders) and FAI Child Welfare and Safeguarding policy Section 8.1, which states;

“a) Any person who is the subject of a complaint or inquiry by a Statutory Authority in relation to any child welfare, young person or vulnerable person concern shall be issued with a stand down order from all football activities. This order shall be issued by the Child Welfare and Safeguarding Manager of the FAI or any Club, League or Member, pending the outcome of any inquiry and any subsequent internal disciplinary proceedings. Terms of a Stand Down Order must be complied with.”

In accordance with this regulations and with immediate effect, [Name of Club or League or National Body] require you to stand down from all football related activities (including refereeing, management, coaching, playing (on and off field)).

Please be assured that this action is as a precautionary measure. It is in keeping with standard procedures and guidelines. It will not prejudice any later disciplinary proceedings which may occur. The procedures being undertaken by [Name of Club or League or National Body] are in accordance with FAI Regulations which we are obliged to follow.

You will be treated with respect and fairness at all times during this process. The FAI will be advised of the Stand Down Order but you should be assured that all information will be dealt with in a sensitive and confidential manner.

[Name of Club or League or National Body] will also carefully consider the outcome of any investigation and will then assess if there are any outstanding disciplinary issues in relation to our internal rules or infringements of the Football Association of Ireland policies.

If you have any questions or queries in relation to this Stand Down Order please contact me on XXXXXX.

Yours Sincerely,

CC:

Sample 2: Stand Down Order

Strictly Private & Confidential

Name

Address

Email address

Via Email only

Date

Dear [Names]

I am writing to you relating to concerns that have been provided to the [name of club/league/national body]. These concerns will now be looked into by [add club/league/national body] and notification may be made to the relevant authorities. The nature of these concerns gives rise to child welfare & Safeguarding concerns, therefore [name of club/league/national body] are required to refer you to Section 3, Regulation 12.6 (Stand Down Orders) and FAI Child Welfare and Safeguarding policy Section 8.1, which states;

c) The FAI may also issue a stand down order in circumstances where concerns are raised with The FAI outside of a Statutory Authority investigation. A Club, League, and Member may also issue a Stand Down Order in these circumstances, however The FAI Child Welfare and Safeguarding Manager must immediately be informed as per the Child Welfare and Safeguarding Policy.

In accordance with this regulation, and with immediate effect, the [club/league] requires you to stand down from all football related activities (including refereeing, management, coaching, playing (on and off field)).

Please be assured that this action is as a precautionary measure. It is in keeping with standard procedures and guidelines. It will not prejudice any later disciplinary proceedings which may occur.

You will be treated with respect and fairness at all times during this process. The FAI [add in any other body you deem relevant if needed] will be advised of the Stand Down Order but you should be assured that all information will be dealt with in a sensitive and confidential manner.

If you have any questions or queries in relation to this Stand Down Order please contact me at XXXXX.

Yours Sincerely,

CC:

Sample 3: Stand Down Order

Strictly Private & Confidential

Name

Address

Email address

Via Email only

Date

Dear [Names]

We refer to previous correspondence sent to you from the [add in club/league/member], following the review of the concern by [add in body]. The Stand Down Order issued to you by [add in club/league/member] in a letter dated [add in date] has been rescinded.

Please note this is subject to review by [add in club/league/member] should any breaches of FAI regulations or the Child Welfare & Safeguarding Policy occur in the future.

You will note the said Stand Down Order issued to you is FAI standard procedure in such matters and is purely a precautionary measure taken until such time as any review has been finalised.

Yours Sincerely,

CC:



Football Association of Ireland
National Sports Campus
Abbotstown
Dublin 15
D15 X8PD

**Child Welfare and
Safeguarding Department**
01-8999500 | childwelfare@fai.ie