



Dundalk Football Club

Child Welfare and safeguarding policy

The guidelines in this document are based on the national guidelines as outlined in the following documents.

Children First: National Guidelines for the Protection and Welfare of Children 2017, as amended in 2019

Sport Ireland: Safeguarding Guidance for Children and Young People in Sport

Football Association of Ireland Code of Ethics & Best Practice

FAI Child Welfare and Safeguarding Policy 2019

Relevant Legislations:

CHILD CARE ACT 1991

PROTECTIONS FOR PERSONS REPORTING CHILD ABUSE ACT 1998

CRIMINAL JUSTICE ACT 2006

CRIMINAL JUSTICE (WITHHOLDING OF INFORMATION ON OFFENCES
AGAINST CHILDREN AND VULNERABLE PERSONS) ACT 2012

NATIONAL VETTING BUREAU (CHILDREN AND VULNERABLE PERSONS)
ACTS 2012–2016

CHILDREN FIRST ACT 2015

CRIMINAL LAW (SEXUAL OFFENCES) ACT 2017

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Dundalk Football Club Mission Statement

The work of Dundalk Football Club is based on the following principles that will guide the development of sport for young people in this club. Children and young people's experience of soccer should be guided by what is best for the child or young person. The stages of development and the ability of the child should guide the types of activity provided within the club. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

Integrity in relationships

Adults interacting with young people in soccer should do so with integrity and respect for the child. All adult actions in soccer should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within soccer.

Quality atmosphere and ethos

Soccer for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will help to ensure that competition and specialisation are kept in their appropriate place. Too often unhealthy competitive demands are placed on children too early and results in excessive levels of pressure on them and as a consequence, high levels of dropout from sport.

Safe Environment

The safety and welfare of Children and Vulnerable Persons is of paramount importance, and they must feel safe in their surroundings. Those working with Children and Vulnerable Persons should be suitable for the positions, i.e. all should be Garda vetted and should be aware of the principles of Children First Act (2015), Children First National Guidance for Protection and Welfare of Children 2017, as amended, and the requirements of this Policy. Administrators should ensure proper procedures are put in place to ensure our Children and Vulnerable Persons can participate in a safe manner and that concerns regarding their welfare are correctly and speedily handled.

This policy will as appropriate also apply to a 'Vulnerable Person'.

A Vulnerable Person, in the context of this policy, is an adult who may be restricted in capacity to guard himself / herself against harm or exploitation or to report such harm or exploitation. The restriction of capacity may arise as a result of physical or intellectual impairment vulnerability to abuse is influenced by both context (e.g. social or personal circumstances) and individual circumstances.

Equality

All children should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Children with disability should be involved in sports activities in an integrated way, thus allowing them to participate to their potential alongside other children.

Fair Play

Fair play is the guiding principle of the Irish Sports Councils Code of Ethics and Good Practice for Children's Sport.

It states that “all children’s sport should be conducted in an atmosphere of fair play”. Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: “much more than playing within the rules”.

It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption. (European Sports Charter and Code of Ethics, Council of Europe, 2010).

Competition

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing fun, enjoyment and satisfaction. Coaches/managers should aim to 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.

Child Protection & Welfare Policy Statement

Introduction

Dundalk Football Club is committed to ensuring that all necessary steps will be taken to protect and safeguard the welfare of children and young people who participate in soccer. This Policy document clearly demonstrates the importance placed by Dundalk Football Club on the protection and safety of children and young people who participate in soccer.

All children and young people who participate in soccer should be able to do so in a safe and enjoyable environment. While doing so they should be protected from any form of abuse be it physical, emotional, sexual, neglect or bullying. The responsibility for protecting children lies with all adults involved in this club and in soccer in general.

Dundalk Football Club recognises and accepts its responsibility to safeguard the welfare of all children and young people by protecting them from physical, emotional, or sexual harm and from neglect or bullying.

These clear policies, practices, and procedures in addition to relevant training programmes will ensure that everybody in Dundalk Football Club knows exactly what is expected of them in relation to protecting children and young people within soccer.

It is vital that children and young people who participate in Dundalk Football Club activities can do so in a safe, enjoyable and quality environment.

In pursuit of this goal Dundalk Football Club will:

Advise all members of Dundalk Football Club (coaches, players, parents and spectators) of their responsibilities in relation to the welfare and protection of children and young people who participate in soccer.

Operate within the recommended Football Association of Ireland codes of conduct and best practice guidelines.

Appoint a Club Children's Officer in line with Football Association of Ireland requirements.

Provide a child protection and welfare module in staff induction and development programmes.

The aims of Dundalk Football Club Child Protection Policy are:

- To develop a positive and pro-active position in order to best protect all children and young people who participate in soccer, in order for them to do so in a safe and enjoyable environment.
- To provide appropriate guidance and advice to all club members (players, coaches, volunteers, spectators and parents) in all matters concerning child welfare and protection.
- To demonstrate best practice in the area of child welfare and protection.
- To promote ethics and best practice standards throughout soccer.

The key principles underpinning this Policy are that:

The welfare of the child is the first and paramount consideration.

All children and young people have a right to be protected from abuse of any kind regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.

All suspicions and allegations of abuse/poor practice will be taken seriously and responded to swiftly and appropriately. It is essential that we work in partnership with children and young people and their parents/carers. TUSLA has a statutory responsibility to safeguard and protect the welfare of children and Dundalk Football Club is committed to cooperating fully with them in accordance with procedures as outlined in "Children First" National Guidelines for the Protection and Welfare of Children 2017, as amended.

Dundalk Football Club will cooperate fully with the Football Association of Ireland National Children's Officer, Gardai and TUSLA in any investigation of child abuse in soccer.

The Football Association of Ireland's regulations in regard to child welfare and protection are defined in the rulebook as:

RULE 71. THE PROTECTION AND WELFARE OF CHILDREN

(a) In line with legislation and Government Guidelines (The Child Care Act 1991 and the Protection for Persons Reporting Abuse Act 1998) in relation to child protection and welfare, it is mandatory that all participants, clubs, leagues, divisional associations and other football bodies shall be bound by the FAI recommended codes of conduct and best practice guidelines

(b) Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.

(c) Breaches shall become a disciplinary offence. Any member issued with a ban from football activity shall have their name notified to all League Secretaries for onward dissemination to all Club Secretaries. The notification shall state the name of the individual and the fact a ban has been issued.

(d) Any participant who is the subject of a Statutory Inquiry in relation to any child welfare concern must stand down from all football activities pending the outcome of that inquiry and any subsequent internal disciplinary proceedings.

(e) Any member convicted of an offence by the Irish Courts or Courts of any other jurisdiction involving the welfare of children shall be automatically banned from membership of the Association. For the avoidance of doubt no disciplinary or other hearing shall be necessary in order to implement this automatic ban.

RULE 95. PROTECTION AND WELFARE OF CHILDREN

1. All participants, clubs, leagues, divisional associations and other football bodies shall be bound by the FAI rules, codes of conduct and guidelines governing the protection and welfare of children, and breaches of such rules, codes and guidelines shall be subject to disciplinary sanction.

2. The disciplinary body may impose any sanction it deems appropriate.

3. Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.

4. Any participant who is the subject of a statutory inquiry in relation to any child welfare concern must stand down from all football activities pending the outcome of that inquiry and any subsequent internal disciplinary proceedings.

These Rules should be read in conjunction with the FAI Child Welfare Safeguarding Policy 2019

Dundalk Football Club through confirming this policy document has demonstrated its commitment to ensuring that children and young people can participate in all soccer activities with their safety and welfare being of paramount importance.

It is essential that this document represents a process of continual improvement in child protection and welfare in soccer.

It is the responsibility of all adults involved in soccer to actively promote safe and best practice standards whilst being ever vigilant and aware of their responsibilities to children and young people in their care.

See appendix 1 for our child safeguarding statement.

A copy of Dundalk Football Club child safeguarding statement is displayed in several locations in our facilities, hard copy in the club office and a copy of Dundalk Club child safeguarding statement can also be found on the Dundalk Football Club website at www.dundalkfc.com

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.

Mandated Persons

The children’s 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.

It should be noted that a ‘Mandated Person’ includes: ‘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 organizations offering services to children.’

Please see the list in appendix 2 for full list of people who are classified as Mandated Persons under the Act. Note that individuals must fulfil one of the roles detailed in appendix 2 of this policy within Dundalk Football Club to be classified as a Mandated Person of the Club.

Welfare and Safeguarding Roles

Club Children’s Officer

The appointment of Club Children’s Officers is an essential element in the creation of a quality atmosphere in any club. They act as a resource to members with regard to children’s issues and also ensure that children have a voice in the running of the club and can freely talk of their experiences.

Government guidelines advise that a children’s officer should be appointed by all clubs and this should be done in accordance with recommended selection and recruitment procedures.

The appointment of this person should be carried out in consultation with juvenile members and their parent/guardians.

The League/Club Children's Officer will have the following functions:

- To promote the Code of Ethics & Good Practice
- To influence policy and practice and to prioritise children's needs
- To ensure that children know how and whom they can report their concerns to within the club. Information disclosed by a child should be dealt with in accordance with the Department of Health and Children's Guidelines "*Children First*"
- To encourage the participation of parents/guardians in club activities
- To co-operate with parents to ensure that each child enjoys his/her participation in soccer
- To act as a resource with regard to best practice in children's soccer
- To report regularly to the Club Management Committee
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or coach/volunteers

Club/League Children's Officers do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. This responsibility lies with the TUSLA and Gardai.

Dundalk Football Club have appointed Aoife Burns as our Club Children's Officer and she can be contacted at 0879035320 or email: child.welfare@dundalkfc.com

Dundalk Football Club Designated Liaison Person

The appointment of the clubs Designated Liaison Person shall be the Chairperson of the Club. The Chairperson can appoint a Deputy Designated Liaison Person who will be responsible for dealing with any concerns about the protection of children.

They are responsible for reporting allegations or suspicions of Child abuse to Tulsa and /or Garda Siochàna.

The Designated Liaison Person Roles and Responsibilities are

- Have knowledge of the Code of Ethics, and statutory requirements
- Have a knowledge of categories and indicators of abuse
- Be familiar with and able to carry out reporting procedures using the correct forms, (see appendix 3)
- Communicate with parents and/or agencies as appropriate

- Assist with ongoing development and implementation of Child protection training needs
- Be aware of local contacts and services in relation to Child protection
- 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, keep a copy of this form and ensure acknowledgement of receipt of this form
- Advise Administrators on issues of confidentiality, record keeping and data protection

Designated Liaison Persons do not have the responsibility of investigating or validating Child protection concerns within the Club and have no counseling or therapeutic role. This responsibility lies with the Gardai and TUSLA.

Dundalk Football Club have in addition appointed Martin Connolly as our Deputy Designated Liaison Person (see appendix 14 for letter from our chairperson) and he can be contacted at 0872693708 or email: martin.connolly@dundalkfc.com

What Is Child Abuse

Child Abuse can be categorised into four main types, neglect, physical abuse, sexual abuse and emotional abuse. Other forms of abuse include bullying. Abuse and neglect can occur within the family, in the community or in any institution setting. The definitions of neglect and abuse presented in this section are not legal definitions nor are they exhaustive. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

- **Neglect:** Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.
- **Physical Abuse:** Physical abuse of a child is that which results in actual or potential harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.
- **Sexual Abuse:** Actual or likely sexual exploitation of a child where a person involves a child in any activity that leads to their own or others sexual gratification. This might involve intercourse, touching, exposure of sexual organs, showing of pornographic material or talking in an erotic way.
- **Emotional Abuse:** Failure to exhibit care and attention, particularly where a child is threatened, taunted or shouted at and as a consequence leads to loss of self-esteem and confidence. Similarly, undermining a child by ignoring effort or progress.

Other forms of ‘Abuse’

Bullying

Bullying can be defined as repeated aggression- whether it is verbal, psychological or physical – that is conducted by an individual or group against others. It is intentional behavior that can

be aggravating and intimidating, and occurs mainly among children in social environments. Behaviors include physical aggression, cyber bullying, damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on a person's gender identity, sexual preference, race, ethnicity and religious factors.

In cases of serious instances of bullying where the behavior is regarded as possibly abusive, you may need to make a referral to Tusla and /or Garda Síochána.

Please see our Anti – Bullying Policy

Cyber, text and social media bullying

Children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices. 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.

Please see our Social Media Policy

Safeguarding Vulnerable Persons

All adults have the right to be safe and to live a life free from abuse regardless of their circumstances. It is our responsibility to ensure adults using our services are treated with respect and dignity and to ensure they receive support in an environment in which every effort is made to that promote welfare and to prevent abuse.

Please see our Safeguarding Vulnerable Persons Policy

Reporting Procedures

Procedure for dealing with Child Abuse Concerns or Allegations

It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities (Gardai, TUSLA) and should not be undertaken by Children's Officers or any other Club/League. All allegations of child abuse must be referred to the Statutory Authorities.

Individuals should always inform Tulsa when they have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected.

When an allegation is received it should be assessed promptly and carefully. It will be necessary to decide whether a formal report should be made to the TUSLA and this decision should be based on reasonable grounds for concern.

See appendix 3 for Sexual offences as set out in the Children's First Act 2015 and appendix 4 for report form.

The following examples would constitute reasonable grounds for concern:

Reasonable grounds for a child protection or welfare concern include:

Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way

Any concern about possible sexual abuse

Consistent signs that a child is suffering from emotional or physical neglect

A child saying or indicating by other means that he or she has been abused

Admission or indication by an adult or a child of an alleged abuse they committed

An account from a person who saw the child being abused

Step One

Any allegation of abuse must in the first instance be brought to the attention of the Designated Liaison Person. Should the Designated Liaison Person be unsure whether reasonable grounds for concern exist s/he can informally consult with the local TUSLA duty social worker. S/he will be advised whether the matter requires a formal report.

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

Step Two

Should Dundalk Football Club become aware of an allegation of abuse of a child or children by a coach/volunteer during the execution of that coaches/volunteers' duties, the Designated Liaison Person will privately inform the coach/volunteer of the following:

- the fact that the allegation has been made against him/her.
- the nature of the allegation.

Step Three

The coach/volunteer should be afforded an opportunity to respond. The Designated Liaison Person will note the response and pass on this information when making the formal report to TUSLA.

The report to TUSLA should contain observations, dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information.

In cases of emergency, where a child appears to be at immediate and serious risk and the designated Liaison Person is unable to contact a duty social worker, the Gardai shall be contacted.

Under no circumstances will a child be left in a dangerous situation pending intervention by the Statutory Authorities

Step Four

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

Step Five

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

Step Six

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

When a person is asked to stand down it should be made clear that it is only a precautionary measure in keeping with standard procedures/guidelines and will not prejudice any later disciplinary proceedings.

The coach/volunteer concerned should be advised that the procedures being undertaken are in accordance with statutory requirements. He or she should be treated with respect and fairness, and also be assured that all information will be dealt with in a sensitive and confidential manner.

Step Seven

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

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

Stand Down Order

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

Club Disciplinary, Complaints and Appeals Procedure

(Covers all matters other than suspected child abuse which has to be referred to the Statutory Authorities See appendix 3)

While many concerns can be dealt with in an informal manner to the satisfaction of all concerned, it is advisable that detailed records are maintained in respect of all complaints and that all parties are advised of the formal complaints and appeals procedure. All reasonable efforts to resolve matters should be exhausted at local level before accessing the appeals procedure.

Step One

Any person who has a complaint or concern should bring it to the attention of the secretary under the relevant rules of the body concerned.

The complaint or concern should be in writing and should outline all relevant details and other parties involved in line with procedure.

Step Two

The complaint or concern should then be brought to the attention of the appropriate person in line with club rules who will convene the disciplinary committee/panel (best practice would advise that this committee/panel would consist of three members) **unless the complaint or concern relates to a child abuse matter or criminal offence that meets criteria for formal reporting to the statutory authorities.**

Where there are potential contentious issues, due consideration should be given to ensure the independence of the disciplinary committee/panel and therefore, it is advisable that members of the disciplinary committee/panel should not be Offices/Directors of the body concerned as lack of independence is often cited as a ground for appeal.

(The Chairperson of the Club should not sit on the Disciplinary Committee)

Step Three

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

Step Four

The disciplinary committee/panel should then hear the case of all parties involved and decide if a rule or regulation has been infringed.

Step Five

The disciplinary committee/panel should then inform in writing those involved of their decision and any sanctions if any that are to be imposed. This notification should be in writing, setting

out the reasons for the sanction. (Written notification should be forwarded to parents if the proceedings involve a participant under eighteen years of age)

Step Six

Any party unhappy with the findings of the disciplinary committee/panel can appeal the decision in writing to their respective superior body as per rules. Clubs, leagues, divisional associations and other football bodies should review their rules to ensure they contain a provision that facilitates an appeals procedure in this respect.

Step Seven

The appeal body should then rehear the case and all evidence, should be considered. The appeals body should have the power to uphold or reject the appeal or to vary alter or set aside any sanction imposed by the disciplinary committee/panel.

Written confidential records in relation to disciplinary proceedings should be safely and confidentially kept on file (procedures should clearly define the possession of such records in the event of election of new officers)

Anonymous Complaints

Anonymous complaints can be difficult to deal with, however they cannot be ignored. All complaints relating to inappropriate behaviour/poor practice should be brought to the attention of the Chairperson of the Club. In all cases the safety and welfare of the child/children is paramount.

All complaints should be checked out and handled in a confidential manner. It is important to record all such complaints and actions taken. Specific advice on dealing with anonymous complaints can be got from your local HSE duty social worker or alternatively the Football Association of Ireland National Children's Officer.

Rumours

Rumours should not be allowed hang in the air. Any rumours relating to inappropriate behaviour/s circulating in the club should be brought to the attention to the Chairperson and checked out promptly. All ensuing information should be handled confidentially and with sensitivity.

Confidentiality

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

The following points will be borne in mind:

- A guarantee of 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 and should only be discussed with those who need to know
- Information will be conveyed to the parents/guardians of a child about whom there are concerns in a sensitive way. Giving information to others on a “need to know” basis for the protection of a child is not a breach of confidentiality

Garda Vetting Policy

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.

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.

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

- All Children’s Officers, Designated Liaison Persons, Chairpersons and Secretaries of each Affiliated member involved with teams that are competing in any age group up to and including Under 18’s
- Any other person working or volunteering with Children or Vulnerable Persons in any capacity on Behalf of Dundalk Football Club shall be vetted.

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

In the event that a disclosure arises from the garda vetting process, this will be brought to our club committee to discuss any further action if required. Depending on the disclosure it may be possible that the individual will not be permitted to undertake any job (paid or voluntary) within the club. See appendix 5 for Garda Vetting forms and Garda vetting terms and conditions.

Safe Recruitment Policy

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

All coaches, managers and volunteers are required to complete an application/self declaration form, giving the names of two referees who will then be contacted. Written references will then be verified and kept on file (see appendix 6 for application and declaration forms).

If you have had a previous involvement in sport, one of these names must be that of an administrator/leader of your last club/place of involvement

All coaches/volunteers and staff are subject to Garda clearance.

All appointments are subject to approval and ratification by the committee of Dundalk Football Club.

All coaches, managers and volunteers will be subject to a sign up procedure in which they undertake to abide by Dundalk Football Club rules and FAI codes of conduct and good practice. (Appropriate confidentiality will be maintained in regard to all application and reference forms)

Once recruited, Dundalk Football Club will make all efforts to support and manage coaches, managers and volunteers ensuring that no person is expected to work alone.

Dundalk Football Safeguarding Training Policy

Dundalk Football Club shall ensure that all employees, independent contractors, volunteers, coaches and committee members and persons working directly with children and Vulnerable Person must complete the FAI Sports Ireland Safeguarding 1 – Basic Awareness.

Records of safeguarding training for staff and volunteers will be kept.

Club Children's Officer must complete Safeguarding 1 and 2.

Designated Liaison Person must complete Safeguarding 1 and 3.

The Safeguarding certificate is valid for 3 years. To renew you must complete the Safeguarding 1 online refresher course on www.sportireland.ie/ethics/safeguarding-1-online-refresher (within the 3 years your certificate was last issued) to ensure you are aware of any relevant legislation. Upon receiving your online refresher course certificate, this will cover you for a further 3 years. After 6 years (Safeguarding 1 classroom course and Safeguarding refresher course online) you must complete the full Safeguarding 1 basic awareness course again either via FAI or Sports Ireland.

Dundalk Football Club Coach, Manager, Volunteer Education & Support

The Committee of Dundalk Football Club are indebted to our coaches, managers and volunteers who give freely of their valuable time in providing a stimulating, challenging, supportive and fun soccer experience to children and young people in the Club.

The Committee will endeavour to support these coaches, managers and volunteers in their work by providing an environment where all activities are carried out in a safe, fun manner at all times conducted in the spirit of "Fair Play".

Dundalk Football Club will make all efforts to assist all new volunteers, managers, coaches in whatever way they can.

Dundalk Football Club will provide an induction pack to all new volunteers/coaches which will familiarise them with Club rules, policies and procedures and expected codes of behaviour for children, coaches and parents/spectators.

The Committee of Dundalk Football Club recognise the value of having appropriately qualified personnel in the club, and therefore will endeavour to support any of our coaches in the coach education process.

At no time will any coach, manager, volunteer be expected to work or deal with any problem alone and they will be assured of Committee assistance and support at all times. Also, coaches, managers and volunteers are encouraged to share ideas, expertise and support other club personnel in any way they can.

Safety Policy

All coaches/managers in Dundalk Football Club have a responsibility to ensure the safety of the players with whom they work as far as possible within the limits of their control. Therefore, coaches should seek to create a safe and enjoyable environment in which to play and train.

A risk assessment in relation to premises, training facilities and equipment has been carried out and we have implemented appropriate safety rules (see appendix 7).

In this respect:

- Adequate supervision must be maintained at all times. Best practice advice would advocate adult: child ratios of 2 Leaders to every 16 children (1:8), but no coach, manager or volunteer works alone (Individual Clubs would need to clarify this with their individual insurance company)
- Regular safety checks should be carried out in relation to premises, training facilities and equipment. Ensure that the FAI Goalpost safety policy is strictly adhered to at all times
- Dundalk Football Club safety rules and policies should be adhered to at all times
- Parents/guardians should be informed of the starting and finishing times of training sessions and matches.
- A first aid kit should be available at all training sessions and matches and injuries should be recorded, with a note of action taken in relation to each one. Never play injured players.
- Parents/Guardians should be notified of injuries/illness which their children incur while participating in any Dundalk Football Club soccer activity.
- Records of attendance should be maintained

- Ensure the use of any recommended safety equipment

Dundalk Football Club Goal Post Policy

Player safety is of paramount importance to all. We ask all staff to familiarize yourself with the FAI goalpost safety: play your part on www.fai.ie/domestic/clubs-leagues-affiliates/goal-post-safety or take a copy of the leaflet in appendix 8 of this document.

Before using portable goal posts please:

Check it – Insure they are in good condition and properly constructed.

Secure it – Goalposts of any size must be anchored securely to the ground by either pinned or weighted down to prevent from overturning. Portable goalposts should be removed from the pitch when not in use and stored securely.

Test it- Before use, adults should test the goalposts to ensure they are stable.

Respect it- Respect your equipment, goalposts are not designed for gymnastic displays.

Changing facilities

Where all possible children should have sole use of changing facilities and all efforts should be made to try and secure separate facilities for Children. In some instance children maybe self conscious about changing in front of others and it may become more suitable to ask children to change at home before and after activities. A common sense approach should be used as to what parents/guardians may prefer.

Where facilities are being used by children proper supervision is required and careful consideration should be given to who should be supervising. These supervisory roles should balance the need of supervision with respect of the privacy of children at all times. It is recommended that more than one adult supervises at any time and supervisors are of the same gender as the children involved. A nominated parent may be of valuable assistance but should also be suitable and the same gender of the children for undertaking this responsibility.

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.

Missing Children

If a child approaches you and says they are lost, the child is taking to the main office where information will be obtained where possible and an announcement will be made over the tannoy.

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 Gardai urgently.

Social Media and use of Photographic and Filming Equipment policy

Dundalk Football Club understands everyone involved in football must recognise that the responsibility to safeguard exists both on and off the field of play. Coaches, club officials, volunteers and others in a position of trust in football need to act responsibly both on and off the field and this includes the use of electronic communication.

Many people use cameras and video equipment at soccer activities and the vast majority, do so for perfectly legitimate reasons. However, there is evidence that people have used sporting events to take inappropriate photographs and video footage of children and young people in vulnerable positions.

Dundalk Football Club has adopted a policy in relation to the use of images of players on their websites and in other publications.

Where possible we will try to use models or illustrations when promoting an activity and avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Rules to guide use of photography:

- If the player is named, avoid using their photograph.
- If a photograph is used, avoid naming the player.
- Ask for the player's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A player's permission form is one way of achieving this. Each player will be asked to sign a permission form at the start of the season. They have the right at any time to withdrawal this permission. (appendix 9)
- Ask for parental permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A parental permission form is one way of achieving this. Each parent will be asked to sign a permission form at the start of the season. They have the right at any time to withdrawal this permission. (appendix 10)
- Only use images of players in suitable dress to reduce the risk of inappropriate use. The content of the photograph should focus on the activity not on a particular child, and should only be taken on the field of play and must not take place in areas of personal privacy such as, changing rooms, showers, toilets and bedrooms.

We will create recognised procedures for reporting the use of inappropriate images to reduce the risks to players. Follow the child protection procedures, ensuring either the designated person or, if necessary, the health boards and/or Gardai are informed.

Amateur photographers/film/video operators wishing to record an event or practice session should seek permission/accreditation with the children's officer, team manager/coach and/or event organiser of session. This club / organisation will display the following information prior to the start of an event to inform spectators of the policy:

“In line with the recommendation in Dundalk Football Club Code of Conduct, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organisers. Children and young people should only be photographed or filmed with their permission and/or the permission of their parents/guardian”.

When commissioning professional photographers or inviting the press to an activity or event we will aim to ensure they are clear about our expectations of them in relation to child protection.

Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the children’s officer/event organiser/team manager by producing their professional identification for the details to be recorded.

We will then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Keep a record of accreditations
- Inform players and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Not allow unsupervised access to athletes or one to one photo sessions at events
- Not approve/allow photo sessions outside the events or at an athlete’s home

Videoing as a coaching aid:

Video equipment can be used as a legitimate coaching aid. Photo’s/video’s should only be taken by our social media team. However, when this is not possible these rules apply:

No photo’s/video recording on personal phones unless prior approval got from the General manager or the Director of football underage.

If approved to use personal phones as a coaching aid, photos/video’s then should be deleted from the personal phones afterwards. No photos/videos should be stored on personal devices.

Clubs should also be aware of the dangers of permitting camera phones in dressing rooms and should apply appropriate safety rules.

Anyone concerned about any photography taking place at events/matches or training sessions should bring their concerns to the attention of the committee/team manager/coach children’s officer.

Mobile Phones

Mobile phones are often given to children for security, enabling parents to keep in touch and make sure they are safe. Young people value their phones highly as it offers them a sense of independence. In addition, mobile phones allow quick and easy contact, which can make a safe

and efficient way to carry out club business. However, such technology has also allowed an increase in direct personal contact with young people, in some cases used to cross personal boundaries and cause harm to young people. Therefore, we need to encourage responsible and secure use of mobile phones by adults and young people.

Therefore, club personnel should advise children:

- If you receive an offensive photo, email or message, do not reply, save it, make a note of times and dates and tell a parent or children's officer/designated person within the club.
- Be careful about who you give your phone number to and don't respond to unfamiliar numbers
- Change your phone number in cases of bullying or harassment
- Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms
- Treat your phone as you would any other valuable item so that you guard against theft

As a manager, coach, club official or club volunteer:

Transparency and authenticity are the keys; keep your comments and relationships professional at all times when it comes to social media.

It is not appropriate sharing of inappropriate information/ pictures/comments/sharing on social media platforms.

Do not upload, post or forward any content belonging to another club member/volunteer unless you have that person's consent.

Don't discuss coaches/players/officials/competitors/club volunteers etc on social media without their prior approval.

Do not engage with children/young people/parents or coaches on a public form.

When communications related to club matters, members should follow club values, use sound judgment and common sense. When in doubt, do not post. Do not disclose confidential information.

When disagreeing with the opinion of others online, keep it appropriate and polite. It is also important not to respond in the heat of the moment in a way you may regret later, In particular do not engage with irate players, parents or coaches on a public forms.

Sharing of photos on social media outlets (Facebook, twitter, Instagram, what's app or others) of players under the age of 18 MUST ONLY be shared from the official photos/social media outlets of Dundalk Football Club. Resharing off official Dundalk Football Club posts on social media is acceptable provided that no content is changed and it is a repost from the official outlets with no additional information added or taking out. Under no circumstances that sharing of players under the age of 18 on private/personal platforms will be tolerated that did not come from official Dundalk Football Club accounts.

As a coach/manager remember:

Use only group texts for communication among parents of children and young people who are under 18.

It is not appropriate to have constant communication for individual players and to communicate with any person under the age of 18 through social media platforms, text, phone or email.

No coach/manager should accept friend requests from any persons under the age of 18 that is affiliated with the club.

Don't use the phone in certain locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms.

Parent/player/ professional photographers and other spectators:

Parents/guardians, players, professional photographers or other spectators that are intending to photograph or video at an event they should also be made aware of the policy.

Anti-Bullying policy

Bullying can be defined as repeated verbal, psychological or physical aggression conducted by an individual or group against others. It is behaviour which is intentionally aggravated and intimidating. It includes teasing, taunting, threatening, and use of violence or extortion by one or more children against a victim.

Bullying is deemed to be repetitive behaviour. It must occur over time, rather than being a single aggressive act.

Managers/coaches/parents/guardians should be aware that bullying of players can occur beyond the confines of the Club grounds through the internet and social media. It is important to recognize the impact that bullying can have in the lives of young people.

There for all coaches/managers/volunteers/players/parents have a part to play in ensuring that nobody in Dundalk Football Club is the victim of any type of bullying behaviour.

Everyone should be aware that bullying of any kind will not be tolerated, and they have a duty to report any such behaviour to our managers/coaches/Designated Liaison Person or the Club Children's Officer.

Common experiences of bullying and discrimination by young people include:

- Being called names, insulted or verbally abused
- Being deliberately embarrassed and humiliated by other children
- Being made to feel different or like an outsider
- Being lied about, being ignored
- Being physically assaulted or threatened with violence

Adult to child bullying includes the use of repeated gestures or expressions of a threatening or intimidating nature, or any comment intended to degrade a child.

Common experiences of this type of bullying include:

- Being deliberately embarrassed or humiliated
- Being unfairly treated, verbally abused, ignored or not spoken to.

Prevention

Vigilance is the best deterrent against bullying. Children who bully will know that it will be dealt with, and the victims of bullying will have confidence in this.

There needs to be open discussion about bullying and **a clear statement of its unacceptability.**

Managers/coaches/children/parents/guardians should be advised at the start of every season that “bullying” in any shape or form is not acceptable or permitted in Dundalk Football Club.

Managers/coaches should insist that all members follow the Code of Conduct for Players at all times.

Key Actions for all Dundalk Football Club members:

- Recognise what bullying is;
- Reject all bullying behaviour;
- Respond in a calm, positive and active manner.

Key message for all child members of Dundalk Football Club:

Remember bullying continues only when we all stay silent

Responding to Bullying

- Deal with incidents as they arise;
- Be absolutely certain about the known facts;
- Confront the “bully/bullies” with the allegations;
- Make it clear that the behaviour is unacceptable;
- See each “bully” separately if appropriate;
- Be specific about sanctions if the bullying does not stop;
- Follow up to check that the behaviour has ceased;
- Record all instances of bullying and action taken.

Strategies to use

- Use a whole group approach: work with the bully/bullies and the entire group - make the problem a ‘shared concern’ of the group.
- Reinforce that there is ‘a permission to tell’ culture.
- Encourage young people to negotiate, cooperate and help others, particularly with new members.
- Offer immediate support to any victim. Reassure them that it is not their fault.
- Never tell children to ignore bullying. Do not encourage them to take the law into their own hands.

- Incidents of bullying should be reported to the Designated Liaison Person or the Club Children's Officer.

Checklist of easy bystander actions to tell the group:

- Do say "No" or "Stop" when you see someone behaving unfairly.
- Do tell when you know a player is being bullied. This is not "ratting". It is telling to be safe.
- Do include people that are being left out. Your support may make all the difference.
- Do report online bullying.
- Don't join in bullying behaviour by laughing or slagging when someone starts bullying.
- Don't cheer on a bully.

Incidents/accidents policy

- Any accidents or incidents involving Children should be reported in full to the Children's Officer by completion of the appropriate report in appendix 11.
- This form then must be stored in the Children's Officer Folder in the main office.
- If a Child is referred for medical treatment contact should immediately be made with the Child's parent/guardian and the relevant medical consent form located for medical treatment (appendix 12 medical consent form).
- If a Child is referred for medical treatment the Child should be accompanied by the person in charge of the child, or a nominated person of the coaching team if the person in charge cannot leave, so that if for any reason enquiries should be made regarding any diagnosis or treatment. This person should have the parents phone number with them.
- An incident report form should be completed in all cases whether medical treatment is required or not to ensure we have a record.
- In all cases insurers should be notified of the incident and the report form submitted for their records.

Insurance Policy

- Appropriate Insurance is in place to cover organized activities and programmes undertaken with Children and otherwise.
- Away trips are included in such cover and our insurance company will be informed in advance of such trips.
- 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.
- 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.
- Further guidance on insurance can be found within the Club Management Guide on the FAI website.

Travelling Guidelines

When travelling with young people coaches/volunteers of Dundalk Football Club should:

- Ensure that there is adequate insurance cover
- Not carry more than the permitted number of passengers
- Ensure the use of safety belts
- Keep to the rules of the road
- Avoid being alone with one player; if with one player you could: put the passenger in the back seat, drop off at central locations, get parental permission for transporting children on a regular basis, and clearly state times of pick off and drop off.

Overnight and Away Trips

Dundalk Football Club has a responsibility to ensure the safety of the players with whom they work with 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.

- All trips away will be risk assessed and will follow our Child Safeguarding Statement
- All adults who travel on away trips and overnight trips with children will be carefully chosen and appropriately vetted.
- Written permission of parents/guardians shall be required for all overnight trips. Parent/Guardians should complete the Parent/Guardian Medical Consent Form disclosing any medical conditions or special needs of their child/children. See appendix 11 for medical consent form.
- A meeting with parents and participants before overnight trips will be held 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 be discussed at the meeting. Participants should sign a behaviour agreement
- A group socialisation should take place in communal areas (i.e no group gatherings in bedrooms at all).
- Alcoholic drink, smoking and other illegal substances/activities shall be forbidden and adults are expected to act as appropriate role models.
- Lights out times should be enforced
- The roles and responsibilities of adults participating in away trips should be clearly defined.
- 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.
- Where they are mixed teams there should be at least one female in the management/coaching structure.
- The team manager/head of delegation should submit a report as soon as possible after the trip recording any incidents/accidents (see appendix 10 incidents/accident form) or simply recording that no incidents arose

Touching Guidelines

All managers/volunteers of Dundalk Football Club are advised that:

Any necessary physical contact should be in response to the needs of the child and not the adult

It should be in an open environment with the permission and full understanding of the player

It should be determined by the age and developmental stage of the player. You should not anything that a child can do for him/herself

Coaches should not treat injuries out of sight of others. Use a "Two-Deep" (two personnel, or two players) supervision system. Only personnel who are qualified in administering First Aid or treating sports injuries should attempt to treat an injury.

The comfort level and dignity of the player should always be the priority. Example: Only uncover the injured area or cover private areas of the athlete's body.

Any doubts of a medical nature should be passed on to a suitably qualified medical person.

Coaches should not play injured players.

Comforting/congratulating players is an important part of the relationship between coaches and players.

Guidelines for this type of touch are:

Limit touching to "safe" areas, such as hand-to-shoulder. It should not involve touching genital area, buttocks, breasts, or mouths.

Make your intention to congratulate or comfort clear to the player.

Get permission from the player before embracing them - remember that personnel are in the position of power.

Respect a players discomfort or rejection of physical contact.

Be sure that touching occurs only when others are present.

Avoid unnecessary physical contact and never engage in inappropriate touching

Substance Abuse Policy

In Dundalk Football Club the use of drugs, alcohol and tobacco shall be actively discouraged as being incompatible with a healthy approach to sporting activity.

Coaches/managers shall not smoke when taking a session or drink alcohol before taking a session.

In relation to our under-age teams Dundalk Football Club shall endeavour to organise receptions and celebrations in a non-alcoholic environment and in a manner that is suitable for the age group concerned.

Where this is not possible, the Club will comply with the **Football Association of Ireland directive that under no circumstances whatsoever can any person under the age of 18 years consume alcohol and any and all appropriate steps should be taken to ensure that this policy is strictly adhered to.**

Our coaches/managers/committee shall act as role models for appropriate behaviour and refrain from drinking alcohol at such functions

Vulnerable Person Policy

Dundalk Football Club is committed to safely involve 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.

Dundalk Football Club will follow the guidelines set out by The Football Association of Ireland (FAI) in support guidance for Children with Additional Needs and Vulnerable Persons. Vulnerable Children and Children with additional needs may need extra support when accessing our services within the organization, for the full guidance for the FAI Children with Additional Needs and Vulnerable Persons, for help and advice please see appendix 13.

Guidance on the use of Sanctions

Discipline in Soccer

Discipline in soccer should always be positive in focus, providing the structures and rules that allow players to set their own goals and strive for them. It should encourage players to become more responsible for themselves and their actions and therefore more independent.

Discipline should be a positive reinforcement for effort. It should encourage the development of emotional and social skills as well as skills in soccer. Players have to be helped to become responsible for the decisions and choices they make within soccer, particularly when it is likely to make a difference between playing fairly or unfairly.

There is no place in soccer for fighting, bullying, over aggressive or dangerous behaviour.

At all times, players should treat others in a respectful manner. They should never bully, interfere with or take unfair advantage of others.

The use of sanctions is an important element in the maintenance of discipline. However Coaches/Managers/Volunteers and Administrators should have a clear understanding of where and when particular sanctions are appropriate.

It should be remembered that effectively controlled organisations and successful coaches/managers/volunteers are characterised by the sparing use of sanctions. The age and developmental stage of the child should be taken into account when using sanctions.

Sanctions should always be fair, consistent and applied evenly, and in the case of a persistent offence, should be progressively applied.

The following steps are suggested:

Rules should be clearly stated and agreed

A warning should be given if a rule is broken

A sanction (use of time out for example) should be applied if a rule is broken for a second time

If a rule is broken three or more times, the child should be spoken to and parents/guardians involved if necessary

Sanctions should only be used in a corrective way that is intended to help children improve both now and in the future. They should never be used in retaliation or to make coach/manager/volunteer feel better or more powerful

When violations of the team rules or other misbehaviours occur, sanctions should always be applied in an impartial and fair manner

- Sanctions should never be used as threats. If a rule is broken, the appropriate sanction/s should be implemented consistently, fairly and firmly

Sanctions should not be applied if the coach/manager/volunteer is not comfortable with them. If an appropriate action cannot be devised immediately, the child should be told that the matter will be dealt with later, at a specified time and as soon as is possible

Once a sanction/s has been imposed, it is important to make the child feel s/he is a valued member of the team again

A child should be helped, to understand if necessary, why sanction/s are imposed

A child should not be sanctioned for making errors whilst playing soccer

Physical activity (e.g. running laps or doing push ups) should not be used as a sanction as to do so may cause a child to resent physical activity which is something that s/he should learn to enjoy throughout his/her life. Remember Soccer has to be Fun if participants are to continue playing

- Sanctions should be used sparingly. Constant criticism and sanctioning can cause participants to turn away from Soccer

Adapted from the Irish Sports Councils Code of Ethics & Good Practice for Children's Sport (2005)

Complaints

Complaints regarding this policy

Should any person wish to make a complaint regarding the application of the Policy by Dundalk Football Club the complaint should be made in writing to the Club Chairperson/Designated Liaison Officer, Dundalk Football Club. 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.

Child Welfare Complaints

Complaints relating to Child Welfare matters should be reported in accordance with the Reporting Procedure outlined in the Reporting Procedures on page 10 of this policy.

Complaints relating Dundalk Football Club Staff, Management, Coaches and Volunteers

Complaints relating to Dundalk Football Staff, Management, Coaches and Volunteers matters should be reported in accordance with the Reporting Procedure outlined in the Club disciplinary, Complaints and Appeals Procedure on page 13 in this policy.

Confidentiality

All matters relating to the welfare and protection of Children shall be managed in accordance with Dundalk Football Clubs policy and the following principles shall be adhered to:

All complaints, concerns and allegations shall be handled in the best interest 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.

No undertakings regarding secrecy shall be given to any party.

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.

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

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

All Dundalk Football Club employees and volunteers working with Children and Vulnerable Persons shall be trained in respect of the confidentiality and how information shall be

disseminated to the parties involved. At all times, the protection of a Child shall determine decisions made by Dundalk Football Club employees and volunteers to share and exchange relevant information.

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

Record Keeping

- All records shall be maintained in an accurate manner so as to ensure the protection of children and all information shall be recorded.
- Records shall be presented so that clear information may be accessed by the Statutory Authorities if necessary.
- Child Welfare and Safeguarding casework such as a complaint or investigation will be held for 5 years from when the casework began plus one year. This is in accordance with the FAI record Keeping Policy.
- Garda Vetting applications are stored and kept. Copies of Garda Reference number and date to renewal will be recorded and will be filed appropriately.
- Copies of Safeguarding certificates of any person working with children and young people will be stored and filed appropriately.
- Records of any incidence/accidences will be stored and filed appropriately.
- All forms of consent forms will be filed appropriately and stored securely.
- Medical forms will be kept up to date

Data Protection and Privacy Policy

The General Data Protection Regulations and the Data Protection Acts 1988-2018 apply to the processing of personal data. Dundalk Football Club are committed to complying with its legal obligations in this regard. We collect and process personal data relating to our Children and young people and employees.

Processing of data includes collecting; recording; storing; altering; disclosing; destroying; and blocking. Personal data kept by Dundalk Football Club shall normally be stored on file. The football club has appropriate security measures in place to protect against unauthorised access.

How long we keep your personal information

We retain your personal information for no longer than is necessary for the purposes for which the personal information is collected. When determining the relevant retention periods, we will take into account factors including:

- legal obligation(s) under applicable law to retain data for a certain period of time;
- the statute of limitations under applicable law(s);
- (potential) disputes, and;
- guidelines issued by relevant data protection authorities.
- Otherwise, we will securely erase your information once this is no longer needed by form of shredding.

Dundalk Football Club holds all information in accordance with data protection legislation and in line with the FAI Data Protection Policy.

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 our reporting Procedure Policy and the FAI Data Protection Policy.

Players Code of Conduct

Children in Dundalk Football Club are entitled to:

Be safe

Be treated with dignity, sensitivity and respect

Participate in soccer on an equal basis, appropriate to their ability and stage of development.

At Dundalk Football Club we will adhere to the FAI rules set out for game time for under age teams.

Be happy, have fun and enjoy soccer

Make a complaint in an appropriate way and have it dealt with through a proper and effective complaints procedure

Be afforded appropriate confidentiality

Be listened to and to be believed

Have a voice in the running of the club

Children should also be encouraged to realise that they also have responsibilities to treat other children, fellow players, coaches and volunteers with the same degree of fairness and respect.

In this regard children in Dundalk Football Club should undertake to:

- play fairly, do their best and have fun
- be on their best behaviour at all times
- abide by all club rules
- make high standards of Fair Play the standard others want to follow
- respect opponents, they are not the enemy, they are partners in a sporting event
- shake hands before and after the match, whoever wins
- give opponents a hand if they are injured, put the ball out of play so they can get attention
- accept apologies from opponents when they are offered

- respect fellow team members and support them both when they do well and
- when things go wrong
- treat players from minority groups with the same respect you show other people
- be modest in victory and be gracious in defeat- ***“Be A Sport”***
- approach the club Children’s Officer with any questions or concerns they might have. Coaches and parents should encourage children to speak out and support them in doing so

Children in Dundalk Football Club should not:

- cheat
- use abusive language, or argue with, the referee, officials, team mates or opponents
- use violence, use physical contact only when it is allowed within the rules
- bully
- tell lies about adults or other children
- spread rumours
- take banned substances to improve performance
- keep secrets about any person who may have caused them harm
- behave in any manner that may bring the name of Dundalk Football Club into disrepute

In Dundalk Football Club we want children in Dundalk Football Club to have fun and develop skills in a safe and ***Fair Play*** environment where standards of behaviour are just as important as winning.

We recognise that competition and winning is an important goal, but winning at all costs does not meet the needs of young players.

Dundalk Football Club is aware that recent research would suggest that increasing numbers of children leave sport between the ages of eight and thirteen. A number of the most common reasons given were; that sport was no longer fun, they did not get to play and overemphasis on winning.

Therefore we have to make every effort to ensure that we keep a balanced approach to competition, make sure all players get a chance to play and strive to keep the fun in soccer.

Making sport fun.

In promoting “Sport for Fun” we in Dundalk Football Club will insist on:

- Encouraging participation and fun
- Promoting the development of skills as opposed to winning at all costs
- Ensure a minimum playing time of 15 minutes per match per player (time may vary according to League Rules)
- Emphasising and praising effort
- Acting as a good role models
- Insisting on **Fair Play** (we will take off offending players)
- Being realistic with our expectations
- Being aware of children’s feelings
- Teaching players to respect different cultures
- Teaching players that standards of behaviour are just as important as winning

Each Manager/Coach will conduct an in house code of conduct with each of their teams.

Code of Best Practice-Coaches

In keeping children and young people at the forefront of planning and practice, our coaches can be confident that participants will enjoy their football experiences and that their actions are regarded as safe and in keeping with the principle that the safety and welfare of children is of paramount consideration.

Our Coaches are given a position of trust by parents/guardians and players, and are expected to operate to the highest standards of behaviour whilst in the company of underage players (under 18years). Our coaches are also expected not to engage in any activity that could reasonably be viewed as bringing the club or soccer in general into disrepute.

It is important to for our coaches to note that in adhering to these guidelines ensures not only a safe environment for children but also a safe environment in which coaches and volunteers can operate.

Most coaches work in an environment where it is recognised that, in a sporting context, certain types of coaching require a ‘hands on approach’, i.e., it may be necessary to support a participant in order to physically demonstrate a particular technique. This should only occur when necessary and in an open and appropriate way with the knowledge, permission and full understanding of the participant concerned and his/her parents/guardians.

Coaches must realise that certain situations or friendly actions could be misinterpreted, not only by the player, but by outsiders motivated by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety. Therefore, coaches should be aware of, and avoid all situations conducive to risk.

Where possible, our coaches/volunteers should avoid:

- Spending excessive amounts of time with children away from others.
- Taking sessions alone (always employ “Two Deep” supervision).
- Taking children to their homes.
- Taking children on journeys alone in their care.
- Each male coach must have a female coach or an nominated female parent with them at all times. A male coach cannot enter dressing room without being accompanied by female coach/nominated female parent.

Our Coaches/volunteers should never:

- Exert undue influence over a participant to obtain personal benefit or reward.
- Share a room with a young person alone on away trips.
- Engage in rough physical games, sexually provocative games or allow or engage in
- inappropriate touching of any kind, and/or make sexually suggestive comments about or to a child.
- Use any form of corporal punishment or physical force on a young person.
- Take measurements or engage in certain types of fitness testing without the presence of another adult and permission from the Committee
- Undertake any form of therapy (hypnosis etc.) in the training of young people.

Safety

Coaches have a responsibility to ensure the safety of all players possible within the limits of their control. Therefore, coaches should seek to create a safe and enjoyable environment in which to play and train.

In this respect:

- Regular safety checks should be carried out in relation to premises, training facilities and equipment. Any problems should be brought to the attention of the Committee
- Appropriate safety rules should be adopted and implemented and protective equipment should be used in any contact training session. Young people should only use the gym equipment after they have been properly shown by the gym instructor.

- Parents/guardians should be informed of the starting and finishing times of training sessions and matches.
- A first aid kit should be available at all training sessions /matches and injuries should be recorded, with a note of action taken in relation to each one.
- Parents/Guardians should be notified of injuries/illness which their children incur while participating in any football activity
- Never play injured players.
- Records of attendance should be maintained.
- Ensure our social media policy is adhered to.

Each male coach must have a female coach at all times. Female coach will stay in the dressing room or a nominated female parent at all times. Male coach cannot enter female dressing room without been accompanied by a female coach or nominated female parent. Dundalk Football Club recommends that each girls team to nominate 2 female parents incase their female coach isn't available on game day. These nominated parents must be Gardai vetted and complete Safeguarding 1 course.

Ensure that the FAI Goalpost safety policy is strictly adhered to at all times

Code of Best practice for parents

Parents have 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, and development of their skill levels and their self-esteem.

- Parents should not coach their child during the game.
- Parents should not shout and scream.
- Parents should respect the decisions of the match officials.
- Parents should give attention to each participating child, and not just to the most talented.
- Parents not to approach the coach on the day of the game, an appropriate time can be arranged between both parties
- Parents to be mindful of putting photos and video's up on social media platforms, please see our Social Media Policy

All parents will be asked to sign a declaration form to state that they received all the relevant documents (Codes of conducts, Social Media policy) and will adhere to Dundalk FC policies and procedures though out the season. This will be giving to them at the parents information night.

Code of Conduct for Spectators

Remember that although children play organised soccer they are not miniature professionals. Don't place excessive pressure on children to perform to unrealistically high expectations. Children play soccer to develop their skills, to have fun and enjoy the game.

Be on your best behaviour and lead by example. The behaviour of a teams supporters will often be remembered long after the result of the game. Be remembered for the right reasons.

Applaud good play, sportsmanship and best effort by the visiting team as well as your own.

Welcome and respect all your teams opponents. Without them there would be no match.

Condemn the use of violence in all forms at every opportunity.

Racial remarks and verbal abuse of players, match officials or opposing supporters cannot be accepted in any shape or form. Players or match officials should never be regarded as fair targets for ignorant or abusive behaviour.

Development into the first team squad

Here at Dundalk FC our aim is to help develop our underage players and give them a pathway and the opportunity to work towards being part of the first team squad weather it is to part take in training, friendly matches or be part of the first team league/cup games.

All first team staff and coaches have all been garda vetted and have an in-date child safeguarding certificate along with a copy of our handbook to ensure the safety of any under age player joining the first team squad.

Below is our player development pyramid and our policies and procedures we have set out in the event of a youth Under 18 joining the first team squad.

Player Development Pyramid

**LEAGUE
OF IRELAND**

**NATIONAL LEAGUE
UNDER 19**

**NATIONAL LEAGUE
UNDER 17**

**NATIONAL LEAGUE
UNDER 15**

**NATIONAL
UNDER 14LEAGUE**

FAI & LEAGUE EMERGING TALENT PROGRAMME

DUNDALK SCHOOLBOY LEAGUE/ MALAHIDE UTD

COMMUNITY FOOTBALL CLUBS

Changing Facilities:

Where all possible children should have sole use of changing facilities and all efforts should be made to try and secure separate facilities for children.

Home Games

A separate room is provided in the Youth Development Centre for any juveniles changing before and after any first team games. Juveniles must come in/leave in training kit to training sessions. Unfortunately, there are no showers available for use after training or match day at present for juveniles. This is something that we are working towards.

Away team juveniles

A separate room is provided in the away changing room area (physio room) for juveniles to change prior and after the game. Staff of away team will be notified of the room prior to the game. Unfortunately, there are no showers available for use after match day for our away team juveniles however this is something that we are working towards.

Away trip facilities:

On away trips where we have a juvenile player traveling with the First team, the first team coach will pre-arrange with the away team for separate changing facilities for the juvenile for the match. Separate showers need to be provided, if unavailable then unfortunately the juvenile travelling with the first team must not use communal showers.

Use of Gym:

Anyone under 18 must be supervised by the strength and condition coach or Physiotherapist while using the equipment in the gym. They must only use the equipment after being shown by the strength and condition coach or physiotherapist on how to use each piece of equipment correctly. At no point should a juvenile be left unaccompanied in the gym alone or should a strength and condition coach or physiotherapist be left alone in the room together with a juvenile, there should always be other people in the gym while the juvenile is using it. The strength and condition coach and/or physiotherapist are responsible to ensuring all juvenile players are shown equipment correctly and will provide extra documents where needed. This applies to the youth set up also.

Underground Car park:

No youths under 18 or their parents are allowed access to the underground parking. All parents or under 18 wish to park in Dundalk FC must use the main car park either at the main entrance or the car park behind the away goals.

Kitchen:

No youths under 18 are allowed entry to the kitchen while in the Youth Development Centre unless they are part of the first team. If part of the first team they must wait outside the door until all their team meets/staff start arriving at the kitchen before entering for food. Due care needs to be taken with the bain-marie and other hot surfaces. When finished in the kitchen if

the juvenile is going to be last to finish, ensure a minimum of one of the coaching staff plus one additional player stays behind until they are ready to leave. A juvenile must never be left alone in the kitchen or be left with only one member of staff, safety in numbers.

Video Analysis Room:

No juvenile is allowed in the video analysis room unless it is for training purposes. If with the youth set up, all juveniles must wait outside until one of the coaching staff comes before entering the room. For first team video analysis, the juvenile must wait outside the room until at least 2 of their teammates enter the video analysis room. When meeting is finished in the video Analysis Room the door must be left opened until all the team has left the room. If further discussion needs to take place with the juvenile in the video analysis room then door must be left opened.

Physio and treatment Policy:

In the event that a juvenile is to receive private treatment (behind closed doors) within the first team set up this should be done with a parent present. In the event that a parent can not be present, we will allow for a sibling or relative over the age of 18 to be present, provided that we have the parent/guardian's consent prior to any physio commencing.

It is best where possible to have Physio and other treatment in the gym or training pitch, where other people are present with in the first team, no further action is required provided Children's first guidelines are followed and that there is other people present.

Travel to away games:

As part of the first team set up an under 18 player may be asked to travel to away games. In the event of this, they must sit in the first seat behind the driver either on their own or with another juvenile who is also traveling. In the event where a friend who is over 18 is also traveling, they can be permitted to sit with the juvenile at the front of the bus.

Overnight trips:

Dundalk Football Club has a responsibility to ensure the safety of the players with whom they work with as far as possible within the limits of their control. There are additional responsibilities placed for the staff on overnight trips.

- All trips away will be risk assessed and will follow our Child Safeguarding Statement
- All first staff team and coaching staff are appropriately vetted.
- Written permission of parents/guardians shall be required for all overnight trips. Parent/Guardians should complete the Parent/Guardian Medical Consent Form disclosing any medical conditions or special needs of their child/children. See appendix 11 for medical consent form.
- A meeting with parents and participants before overnight trips will be held 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 be discussed at the meeting. Participants should sign a behaviour agreement.

- A group socialisation should take place in communal areas (i.e no group gatherings in bedrooms at all).
- Alcoholic drink, smoking and other illegal substances/activities shall be forbidden and adults are expected to act as appropriate role models.
- Lights out times should be enforced
- The roles and responsibilities of adults participating in away trips should be clearly defined.
- 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.
- Where they are mixed teams there should be at least one female in the management/coaching structure.
- The team manager/head of delegation should submit a report as soon as possible after the trip recording any incidents/accidents (see appendix 10 incidents/accident form) or simply recording that no incidents arose
- No adult should be sharing with a juvenile. All juveniles must share rooms together. In the event of there only being one juvenile in the team, he/she must have their own bedroom.

Appendix

1. Dundalk Football club Safeguarding statement
2. List of Mandated Persons under The Children's First Act 2015
3. Sexual offences as set out in The Children's First Act 2015
4. Reporting Forms for Tulsa
5. Garda Vetting Forms
6. Recruitment Forms
7. Risk assessment for Dundalk Football Club ground
8. Goal Post Leaflet
9. Players Social Media Consent forms
10. Parents Social Media Consent forms
11. Accident/Incident report
12. Medical Consent form
13. Support and Guidance for Children with additional needs and Vulnerable Persons
14. Letter from Chairperson



DUNDALK FOOTBALL CLUB

Child Safeguarding Statement

Dundalk Football Club in accordance with the FAI Rulebook, FAI Child Welfare and Safeguarding policy, other FAI policies, procedures and our legislative requirements have agreed this Child Safeguarding Statement which is binding on all members.

Dundalk Football Club is a football club operating on a regional scale providing sporting activities and opportunities for children and young people through participation in clubs. The club offers sporting activities to children and young people from the age of six. Dundalk Football Club recruits over 60 staff and over 50 volunteers with over 900 participants.

Dundalk Football Club is committed to safeguarding children and by working under the guidance of our Safeguarding Policies and procedures, our staff, both volunteers and employed working with our children and young people, throughout the Association, seek to create a safe and fun environment for children and young people to participate in their sport.

Principles to Safeguard Children from Harm

This statement recognises that in accordance with legislation and the requirements of FAI Rulebook, FAI Child Welfare and Safeguarding policy, other FAI policies and procedures that the welfare and interests of children are paramount in all circumstances. Dundalk Football Club 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 our rules, policies and procedures to ensure that when children participating in our activities, they do so, as far as is practicable, in a safe and enjoyable environment.

Risk Assessment

In preparing this statement Dundalk Football Club have completed a Risk Assessment of the potential risk of harm to children when they are participating in any of our games and attending our activities. The risks were reviewed under the following headings; Club and Coaching Practices; Complaints & Discipline; Reporting Procedures; Use of Facilities; Recruitment; Communications; and General Risk of Harm.

The Risk Assessment was undertaken on 13th January 2022.

Our child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First, National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they are availing of our activities.

STATSports



BetRegal

JOHN MCCABE

DUNDALK
CREDIT UNION

Oriel Park, Carrickmacross Rd, Dundalk, Co. Louth

T: 042 933 5894 F: 042 933 0003 W: DUNDALKFC.COM E: OFFICE@DUNDALKFC.COM



DUNDALK FOOTBALL CLUB

Dundalk Football Club has the following procedures in place as part of our Safeguarding Policies:

- Procedures for management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities.
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities

The Mandated person for the FAI is Danny Miller

The Designated Liaison person is Martin Connolly

The Clubs Children's officer is Aoife Burns.

Dundalk Football Club recognise that implementation is an ongoing process. Our Football Club is committed to the implementation of this Child Safeguarding Statement and the accompanying child welfare and safeguarding policies and procedures that support our intention to keep children safe from harm while participating in our activities. This Child Safeguarding Statement will be reviewed on the 13th January 2023 or as soon as practicable after there has been material change in any matter to which the statement refers.

This statement has been published on Dundalk Football Club website; www.dundalkfc.com and displayed in a prominent place on the premises.

It has been provided to all staff, volunteers and any other persons involved with the service. It is readily accessible to parents and guardians on request in the office. A copy of this Statement will be made available to Tusla and members of the public if requested.

Signed:

Date:

20/01/2022

Name: Martin Connolly

On behalf of Dundalk Football Club

For further information on this Child Safeguarding Statement, please contact the designated liaison person Martin Connolly: 0872693708 email: martin.connolly@dundalkfc.com : or the Clubs Children's Officer Aoife Burns 0879035320 email: child.welfare@dundalkfc.com

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Appendix 2

List of Mandated Persons under The Children's First Act 2015

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 3

Sexual offences as set out in The Children's First Act 2015,

Schedule 3 of the Children First Act 2015 sets out offences for the purposes of paragraph (a) of the definition of 'sexual abuse' in section 2 as:

1. Rape.
2. Rape under section 4 of the Criminal Law (Rape) (Amendment) Act 1990.
3. Sexual assault.
4. Aggravated sexual assault within the meaning of section 3 of the Criminal Law (Rape) (Amendment) Act 1990.
5. An offence under section 1 of the Punishment of Incest Act 1908 (incest by males).
6. An offence under section 2 of the Punishment of Incest Act 1908 (incest by females of or over 17 years of age).
7. An offence under section 6(1) of the Criminal Law (Sexual Offences) Act 1993 (soliciting or importuning for purposes of commission of sexual offence).
8. An offence under section 2 of the Criminal Law (Sexual Offences) Act 2006 (defilement of child under 15 years of age).
9. An offence under section 3 of the Criminal Law (Sexual Offences) Act 2006 (defilement of child under 17 years).
- 9A. An offence under section 3A of the Criminal Law (Sexual Offences) Act 2006 (offence by person in authority).
10. An offence under either of the following provisions of the Child Trafficking and Pornography Act 1998:
 - (a) section 3 (child trafficking and taking, etc., child for sexual exploitation);
 - (b) section 4 (allowing child to be used for child pornography);
 - (c) section 4A (organising etc. child prostitution or production of child pornography);
 - (d) section 5A (participation of child in pornographic performance).
11. An offence under section 5 of the Criminal Law (Human Trafficking) Act 2008 in so far as it relates to a child who has been trafficked for the purpose of his or her exploitation (soliciting or importuning for purposes of prostitution of trafficked person).
12. An offence under section 176 of the Criminal Justice Act 2006 (reckless endangerment of children).
13. An offence under section 249 of the Children Act 2001 (causing or encouraging sexual offence upon a child).
14. An offence under any of the following provisions of the Criminal Law (Sexual Offences) Act 2017:
 - (a) section 4 (invitation etc. to sexual touching);
 - (b) section 5 (sexual activity in the presence of child);
 - (c) section 6 (causing child to watch sexual activity);
 - (d) section 8 (use of information and communication technology to facilitate sexual exploitation of child).

Appendix 4

Report form for TULSA



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* <input type="checkbox"/>	Female* <input type="checkbox"/>	Date of Birth*	
Address*		Estimated Age*	
		School Name*	
		School Address*	
Eircode			

4. Details of Concerns*

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

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

5. Type of Concern

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

6. Details of Reporter

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

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

Yes ☐

No ☐

Mandated Person's Type

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

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

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone 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 ☐

No ☐

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

9. Relationships

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

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

10. Household Composition

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*	<input type="text"/>	Surname*	<input type="text"/>
Male* <input type="checkbox"/>	Female* <input type="checkbox"/>	Date of Birth	<input type="text"/>
Address	<input type="text"/>	Estimated Age	<input type="text"/>
		Mobile No.	<input type="text"/>
		Telephone No.	<input type="text"/>
		Email Address	<input type="text"/>
		Organisation	<input type="text"/>
		Occupation	<input type="text"/>
Eircode	<input type="text"/>	Position Held	<input type="text"/>
Relationship to Child		<input type="text"/>	
Address at time of alleged incident		<input type="text"/>	
If name unknown please indicate reason		<input type="text"/>	

First Name*	<input type="text"/>	Surname*	<input type="text"/>
Male* <input type="checkbox"/>	Female* <input type="checkbox"/>	Date of Birth	<input type="text"/>
Address	<input type="text"/>	Estimated Age	<input type="text"/>
		Mobile No.	<input type="text"/>
		Telephone No.	<input type="text"/>
		Email Address	<input type="text"/>
		Organisation	<input type="text"/>
		Occupation	<input type="text"/>
Eircode	<input type="text"/>	Position Held	<input type="text"/>
Relationship to Child		<input type="text"/>	
Address at time of alleged incident		<input type="text"/>	
If name unknown please indicate reason		<input type="text"/>	

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 months 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 Sent	
Authorised Person Signature*					
Date*					
Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Allocated Case No					

Appendix 5. Garda Vetting forms. Please visit <https://www.fai.ie/domestic/safeguarding/garda-vetting> to download the forms



FAI Proof of Identification for Garda Vetting

Before we can process your Garda Vetting Invitation Form, it is a Garda Vetting requirement that you complete an Identification Check. This form **MUST** be signed by an Authorised person in Section 2. This form along with **COPIES OF YOUR ID** and your fully completed Garda Vetting Invitation Form should be uploaded to FAI Child Welfare & Safeguarding department at <https://www.fai.ie/domestic/safeguarding/garda-vetting>.

Section 1 [to be completed by Applicant] - ALL FIELDS ARE MANDATORY

FORM WILL BE RETURNED IF INCOMPLETE

Identification Details (to be verified by an Authorised Person)

Full Name: _____

Current Address: _____

Date of Birth: _____

Email: _____ Phone No: _____

Club: _____

League: _____

National Body and/or Provincial Association: _____

Section 2 [to be signed by an Authorised Person]

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

Name: _____

Signed: _____

Role [See section 3]: _____

Club [if applicable]: _____

League [if applicable]: _____

National Body [if applicable]: _____

Provincial Association [if applicable]: _____

childwelfare@fai.ie

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



Garda Vetting ID Validation Form

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

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

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

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

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

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

Section 4- Identification:

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

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

Please note the following:

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

childwelfare@fai.ie

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

A List of Acceptable Documents (100 points Minimum required)

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

childwelfare@fai.ie

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



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous:

The Form must be completed in full using **BLOCK CAPITALS** and writing must be **clear** and **legible**, as if it is unclear this can delay the process.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

If you do not correctly complete **all** the sections your application cannot be processed.

All applicants will be required to provide documents to validate their identity.

If applicant is under 18 years of age, a completed NVB 3 – Parent/Guardian Consent Form will be also be required. Applicant must be at least 16 years of age at time of application.

Please note that where the applicant is under 18 the electronic correspondence will issue to the Parent/Guardian. This being the case, the applicant **must** provide their **Parent/Guardian Email address** on this form.

Personal Details:

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address (parents/guardians if under 18), allowing one character/symbol per box. This is required as the invitation to the **e-vetting website will be sent to this address.**

Please allow one digit per box for you contact number.

The Current Address means the address you are now living at.

The Address fields should be completed in full, including Eircode/Postcode. No abbreviations.

Role Being Vetted For:

The role being applied for must be clearly stated, e.g. Coach for Children's team/ Volunteer within a Children club / Chairperson for Schoolboy Club / Under 16's Manager. Generic terms such as "Volunteer" will not suffice. Please state if you will be fulfilling **more than one role.**

Name of Organisation:

The applicant should provide the name of the Club, League, National Body and/or Provincial Association in the "Name of Organisation" field.

Declaration of Application:

The applicant must confirm their understanding and acceptance of the two statements by **signing & dating** the application form at Section 2 **and ticking the box** provided.

Terms of Use

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 completed application letter. Garda Vetting information will be stored with the FAI Child Welfare and Safeguarding Department in line with the FAI data policy. Vetting information shall be passed to Affiliated Members seeking information on applicants where the applicant has indicated their consent to such information being disclosed. Affiliated Members shall **not** engage any person to work with children or vulnerable persons without such information being provided by way of production of a FAI letter confirming the vetting status of an individual.

Terms & Conditions

The FAI is registered in the register of relevant Organisations with the Garda Central Vetting Unit 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 Affiliated 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.

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 of each Affiliated 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 an Affiliated 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.
- (e) **Failure** to ensure that persons are vetted in accordance with the Policy, FAI Rules and/or legislation may result in **disciplinary action** against the individual and/or Affiliated Member and may also constitute a **legal offence** under relevant legislation.
- (f) Affiliated 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, which the individual will receive in the form of written correspondence. It is the responsibility of each Club, League and Provincial Association who engage individuals to ensure that they have received a copy of a completed vetting application letter issued by the FAI from the individual.
No letter other than that issued by the FAI can be accepted.

Vetting Applications

- (a) The FAI shall provide a Garda vetting service to all Members in line with the Service Level Agreement. Applications for vetting may be made by contacting the Children's Officer of the relevant football body or the person responsible for the vetting application 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 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 also carries penalties and is detailed clearly within the National Vetting Bureau Act 2012 to 2016**
- (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.

Appendix 6:

Volunteer/Coach/Staff Application & Self Declaration Form

(Please use block capitals)

Name: _____ D.O.B _____

Address: _____

Email: _____ (Mobile) _____

Position applying for: _____

Coaching Qualifications or qualifications related to the position

Sport	Award Held	Date of Award

Previous experience/involvement in sport? Please give details.

Yes No

Have you ever been asked to leave a sporting organisation in the past?

(If you have answered yes we will contact you in confidence)

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

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

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

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

Name _____ Title _____ Tel. _____

Address _____

Name _____ Title _____ Tel. _____

Address _____

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

Signed: _____ Date: _____

**Dundalk Football Club
Reference Form
Private and Confidential**

Name:_____

Address:_____

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

How long have you known this person?

In what capacity?

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

Yes
No

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

Signed:_____ Date:_____



Risk assessment Document for Dundalk FC 2022



This risk assessment considers the potential for harm to come to children whilst they are in Dundalk Football Club 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 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	In relation to Covid-19
Lack of coaching qualification	L	-Coach education policy -Recruitment policy	Safeguard everyone by following both these policies	Proof of qualifications, garda vetting completed, copy of safeguarding 1 certificate, Self declaration/ Job Application form completed References checked	All coaches to be made aware of Covid-19 policy by Covid-19 compliance officer. Due to COVID-19 there is no face to face meetings. A zoom meeting will commence before any training with coaches. An email of all policies and procedures will be sent to the coaches prior to the zoom meeting commencing. All staff will be made aware who the CCO and DLP is with contact information sent.
Supervision issues	L	-Supervision policy -Coach education policy	Policies in place	-Ensure all coaches have received coaches handbook and signed	-All children must sanitize their hands before entering the ground -ensure children use hand sanitizer

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		-coaches to have basic coaching courses		to say they have received this. -Ongoing review	at regular intervals -coaches need to try and keep a 2mt distance where possible -Special training night in relation to policies and procedures and Covid-19 to be organized prior to the first training session to educate all coaches, all coaches must attend via zoom.
Unauthorised photography and recording activities	M	Photography and use of images policy	-Ensure all coaches and staff have copy of this policy and signed that they understand -parental permission for Club photography giving via form	Ongoing review	As normal procedures
Behavioural issues	L	-Code of conduct Safeguarding level 1 (min) -Complaints and Disciplinary policy -Anti Bullying policy	-Ensure all coaches have received their coach handbook -report any incidences by completing the incidence form, and following Dundalk FC policies and procedures	Ongoing review	-Children messing /rough play around with each other, spitting, coughing on each other, -Parents to be advised on stricter protocol due to Covid-19 prior to first training. This can be done by a zoom meeting. -any repeat or continuous behaviours especially in relation to Covid-19 concerns, then child may be asked to sit out the duration of that training sessions.

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Lack of gender balance amongst coaches	H	-Coach education policy -Supervision policy	Try and recruit more females this year including nominated parents for Ladies teams.	Ongoing review	As normal procedures
No guidance for travelling and away trips	L	-Travel/away trip policy -Child safeguarding training	-Follow all procedures for away trips	Ongoing review	-Ensure all Covid-19 policies and procedures are followed in relation to travelling or on away trips.
Lack of adherence with policies and procedures in Safeguarding policy(i.e mobile, photography)	M	-Safeguarding Policy -Complaints and disciplinary policy	-Ensure all coaches and participants are aware of Dundalk Football Club code of conduct	Ongoing review	As normal procedures
Lack of policies and procedures in place for when an Under 18 joining the first team squad	L	-Policies and procedures in place	- Ensure all coaches and first team staff are aware of the policies and procedures that in place for any player Under 18 joining the first team squad	Ongoing review	All coaches to be made aware of Covid-19 policy by Covid-19 compliance officer. Due to COVID-19 there is no face to face meetings. A zoom meeting will commence before any training with coaches. An email of all policies and procedures will be sent to the coaches prior to the zoom meeting commencing. All staff will be made aware who the CCO and DLP is with contact information sent.

Complaints and Discipline	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further action required	In relation to Covid-19
Lack of awareness of a Complaints and Disciplinary policy	M/H	-Complaints and Disciplinary procedure/policy -Communications procedure	Ensure all coaches attend an information evening on zoom and all have the handbook with all the policies in it prior to the zoom meeting. -Parents handbook with the relevant policies to be distributed before a parents zoom meeting commences -Coaches, parents and children must sign a declaration form stating that they understand all of Dundalk FC code of conduct.	Ongoing review	-As normal procedures -Meetings to be held over zoom
Difficulty in raising an issue by child and or parent Reason: covered above	M/H	-Complaints and Disciplinary procedure/Policy -Communications procedure	-Meet with coaches -Meet with parents/child -ensure everyone has their safeguarding course completed -following all	Review the communication/responsibility of the procedure/policy as required	-Meeting outside where possible keeping 2metre apart -Meeting held over the phone with parents/child -Information to be distributed to parents prior to any training commences via email

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			procedures and policies			-each coach will give a debrief to their team in relation to the rules and code of conduct on the night of 1 st training session. -all complaints or issues that arise must be reported to Academy director Derek Boyle and the club children's office Aoife Burns with both filing an accident/incident report - all complaints issues must be followed through. -All complaints must be taken seriously and reported to academy director and the CCO
Complaints not being dealt with seriously	L	-Complaints and Disciplinary procedure/policy	To ensure that these policies all followed through in all complaints that arise and reported to relevant person Academy director, DLP, CCO	Ongoing review		

Reporting Procedures	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/National	Further Action required	In relation to Covid-19
Lack of knowledge or organizational and statutory reporting procedures	H	-Reporting procedures/policy - Coach education policy - Code of Conduct/Behaviour	NGB MP DLP	-Ensure all our policies and procedures are available and are up to-date -Ensure all have safeguarding training	Information will be emailed to all coaches in advance of the zoom meeting on policies and procedures and Covid-19.

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					Coach education training via coach night on zoom and handbook	
No mandated Person appointed	L	-Reporting procedures/policy	NGB	-Mandated Person is publicly displayed on our Child Safeguard Statement in each building	- Covid 19 Information to be clearly displayed	
No DLP appointed	L	-Reporting procedures/policy	NGB Club	-DLP is publicly displayed on our Child Safeguard Statement in each building	-Covid 19 Information to be clearly displayed	
No CCO appointed	L	-Ensuring all policies and procedures are followed	NGB Club	-CCO is publicly displayed on our Child Safeguard Statement in each building	- Covid 19 Information to be clearly displayed	
Concerns of abuse or harm not reported	L	-Reporting procedures/policy -Child Safeguarding Training(L1)	MP DLP	Ensure all has their Safeguarding Training (L1) completed	-All Covid 19 normal procedure	
Not clear who children should talk to or report to	L	-Post the names of Head Coach, DLP, CCO and MP on Child Safeguard statement and on the official Dundalk FC web site	CCO DLP	Names of CCO, DLP and MP is publicly displayed on Child Safeguard statement in each building,	As normal procedure	

Facilities	Likelihood of harm happening L-M-H	Required Policy, guidance and Procedure document	Responsibility Club/Region/National	Further action required	In relation to Covid-19
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Unauthorised access to designated children's play and practice areas and to changing rooms, showers, toilets, etc	H	Supervision policy -Coach handbook -Changing facilities	NGB Club	-Clarify responsibilities before session begin	-All children must come in full training gear to training. -No parents are allowed past the point of drop off or in and around Dundalk Football grounds at any time during training hours. If a child needs to be collected early, they must ring ahead of training to the Manager via mobile phone and a coach will escort the child to the pick- up area at the pick- up time arranged -no access to Youth Development centre unless you have full authorization -no access to the main Dundalk FC building or any of the other outside buildings -use of toilets should be a one in one out policy with two children from the same group with a hand sanitizer station outside the entrance to the toilets
An under 18 joining the first team in relation to facilities, changing room, training centre, buses, etc	L	-Facilities procedures including, Separate Changing room policy, Training center policy, gym	-DLP -CCO -First team manager	- Proof of qualifications, Garda vetting complete, Copy of Safeguarding 1 certificate, Self declaration and Job	-Covid 19 information to be clearly displayed

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		policy, underground car parking policy, Physio and treatment policy, Travel and away trips policy -recruitment policy for all coaches and first team staff including garda vetting, Child protection training - Safeguarding policy - Child Safeguarding Statement clearly displayed in all buildings		Application form complete, references checked -Ensure all coaches and first team staff have received coaches handbook in relation to Under 18's joining the first team -Ensure child Safeguarding Statement is clearly displayed on all buildings. -Ongoing review	
YDC Training center facilities, gym, changing rooms etc	L	-Facilities procedures including, Separate Changing room policy, Indoor Training center policy, gym policy, underground car parking policy, Physio and treatment policy, Kitchen policy -recruitment policy for all coaches and	DLP -CCO -First team manager	-Proof of qualifications, Garda vetting complete, Copy of Safeguarding 1 certificate, Self declaration and Job Application form complete, references checked -Ensure all coaches and first team staff have received coaches handbook in relation to Under 18's	-Covid 19 Information to be clearly displayed

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		first team staff including garda vetting, Child protection training -Safeguarding policy - Child Safeguarding Statement clearly displayed in all buildings		joining the first team -Ensure child Safeguarding Statement is clearly displayed on all buildings. -Ensure all policies and procedures for the YDC are up to-date -Ongoing review	
Indoor Astro turf pitches	L	-Supervision Policy	Club	-Ensure all first team have received the Coaches staff handbook	-Covid 19 Information to be clearly displayed
Underground parking	L	-Drop off at main door	Club	-Ensure parents have received all information in relation to policies and produces of their child who is joining the first team	-Covid 19 Information to be clearly displayed
Unauthorized exit from Children's areas	M	-Supervision policy -Coach education	Each coach has the responsibility of their group	Clarify responsibilities prior to session commencing	-Covid 19 Information to be clearly displayed
Photography, filming or recording in	H	-Photography and recording policy	Club	-Enforce policy -Information to	As normal procedure

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prohibited areas					coaches of clear club policy	
Missing or found child on site	M	-missing or found child policy	Club		-Refer to policy and inform the Gardai -information to coaches of clear club policy	As normal procedure
Children sharing facilities with adults e.g dressing room, toilets etc	L	-Safeguarding policy	Club		-Plan to create a toilet facility that is only used by the children. - Plan with facilities management to create a suitable child centered environment in shared facilities	Ensure all toilets are cleaned regular with hand sanitizing stations available. COVID 19 signage in each toilet facility.
Use of Main Pitch	M	-Safeguarding policy -code of conduct -Supervision policy -Coach education -Goal post policy	Manager of each team		Clarify responsibilities before session commences and ensure all coaches have handbook	-Goal posts must be sanitized after use -no spitting on the pitch -Coaches must try and stay 2metres apart -Sanitize of balls, cones and any

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Use of Grass Pitch	M	<p>-Children must go to toilets in groups of two or more</p> <p>-Safeguarding policy</p> <p>-code of conduct</p> <p>-Supervision policy</p> <p>-coach education</p> <p>-Goal post policy</p> <p>-use of grass pitch policy</p> <p>-Children must go to toilets in groups of two or more</p>	Manager of each team	Clarify responsibilities before session commences and ensure all coaches have handbook	<p>-Goal posts must be sanitized after use</p> <p>-no spitting on the pitch</p> <p>-Coaches must try and stay 2metres apart</p> <p>- hand sanitizer made available</p> <p>-Sanitize of balls, cones and any other equipment used.</p> <p>-All bibs to be washed after each training session</p>	other equipment used
Drop off and pick up area	H	<p>-Supervision policy</p> <p>-coach education</p>	All coaches of their team that is training on that night	<p>-Ensure that all coaches receive their policy handbook.</p> <p>-Ensure all parents are aware of the times of their children's training session</p>	<p>-Advise parents about congregating outside the ground before or after training/games.</p>	

Recruitment	Likelihood of harm happening L-M-H	Required Policy, Guidance and procedure document	Responsibility Club/Region/National	Further action required	In relation to Covid-19
Recruitment of inappropriate people	H	-Recruitment policy	NGB Club CCO	<p>-Ongoing review</p> <p>-All coaches will be garda vetted, child safeguarding course completed and have</p>	As normal procedure

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					self declarations form filled out and reference checked and in line with our normal recruitment policy	
Lack of clarity on roles	L	-Recruitment policy	Club		Ensure all coaches have their handbook and attend information night hosted by head coach and Club Children's Officer	-All meetings must be on zoom -All information giving prior to zoom meeting via email
Unqualified or untrained people in role	L	-Recruitment policy	Club		Ensure on going training. This will not be allowed to happen as we will be following correct recruitment procedure (garda vetted, safeguarding L1, Kick start qualifications)	As normal procedure

Communication and Social Media	Likelihood of harm happening L-M-H	Required policy, guidance and procedure document	Responsibility Club/Region/National	Further action required	In relation to covid-19
Lack of awareness of 'risk of harm' with	H	-Child Safeguarding	National, Club, DLP, CCO	Communicate Child Safeguarding	As normal procedure

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members and visitors		Statement -Training policy		Statement and explained by head coach	
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	H	-Child Safeguarding Statement display -Code of Behaviour distribute	Club Executive County Committee DLP Club Children's Office	-Communicate Child Safeguarding Statement -Distribute Code of Sections as appropriate -Child safeguarding Statement clearly displayed in all buildings	As normal procedure
Unauthorised photography and recording of activities	H	-Photography and film policy	Club	-Ongoing review	As normal procedure
Inappropriate use of social media and communications by under 18	H	-Communication policy -Social media policy -Code of conduct	Club	-Ongoing review	As normal procedure

General Risk of Harm	Likelihood of harm happening L-M-H	Required Policy, guidance and procedure document	Responsibility Club/Region/National	Further action required	In relation to Covid-19
Harm not being recognised	M	-Safeguarding policy -Child Safeguarding Training	Everyone	-Ongoing review -Information night coaches must attend prior the league starting via zoom	-As normal procedure -All meetings on zoom
Harm caused by -child to child	M	-Safeguarding policy	Everyone	-Ongoing review -Information night	-As normal procedure -All meetings on zoom

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-coach to child -volunteer to child -member to child -visitor to child					coaches must attend prior the league starting on zoom	
General behavioural issues	M	-Code of Conduct	Club	-Ongoing review	As normal procedure	

Other issues with Covid 19						
Contract tracing		-registration forms	Club	-Due to covid 19 all coaches must complete their Covid-19 form before all 1 st training session -list of all children who train each night must be completed	-ensure all registration forms are filled in completely and correctly -ensure sign in and sign out book in correctly filled out on each training season	
Children with underlying illness	H	-Ensure all medical history section in registration form is filled out correctly	Parents	-Children recommend to wear face masks while attending training and have their own hand sanitizer	-As normal procedures	
If a child or coach becomes unwell at training	H	-policy for if a child/coach becomes unwell on the premises	Club	-Possibility if coach becomes unwell children may not be able to complete the rest of the training session and all parents will need to be contact to pick their	-Isolation room identified and marked. -if coach becomes unwell, and there is only one other coach at the training session then the training session must be cancelled and all parents	

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					children up early from training.	contacted. If there is more than one coach available after a coach becomes unwell then the training session can continue. -ensure all suspected Covid-19 symptoms cases are recorded in the incident book
Administering First Aid	H	-policy for administering First Aid in line with Covid 19 guidelines	Physio / first aid certified coach	-They will be trained in how to use PPE gear correctly		-Need to wear PPE gear, (gloves, mask) while attending all first aid instances due to the close proximity and where social distancing cannot be maintained
Covid 19 Medical History	H	-questionnaire for past Covid 19 medical history needs to be completed before start date of first game. -At the end of each training seclude text message you must put in a reminder that if any children are feeling unwell or have any symptoms of Covid-19 to not show up for training	Club	Covid 19 questionnaire needs to be completed		To help with contact tracing and assessing health risk to the other children in our training ground
Covid-19 compliance officer appointed	L	-Only coaches that has completed the necessary training to be the Covid-19 compliance officer	Club	-ensure they are trained, as compliance officer, and is made aware of all roles and responsibilities		To ensure all Covid-19 policies and procedures are implemented and supervised
Hand washing and hand sanitizer stations	M	-Ensure running hot water and hand soap in sanitary facilities	Club/groundsmen	Regular checks of sanitary facilities and hand sanitizer stock		-hand sanitizer stations at the: -Silver gate -Red gate

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				-Ensure all and sanitize stations are fully			-gate at grass pitch when in use -Toilet area in main pitch -toilet area in the portable -toilets in the grass pitch when in use -Hand sanitizer stations around the ground
--	--	--	--	---	--	--	---

Other issues that may arise							
Ensure that the children have a voice in the running of their club	L	Ensure each team as a spokes person to raise any concerns they team may have	Manager	Needs to be addressed on the first training session by CCO attending and introducing themselves to the children	-As normal procedure -Done outside on the pitch while maintaining social distancing		
Ensure that there are steps children can take to express concerns about their activities/experiences within football	L	As above	CCO	-Children know who the Club Children's Officer is and how to contact them -Reporting policy -Child safeguarding statement in all buildings	- As normal procedures		
Ensure that children know how to make concerns known to appropriate adults or agencies.	L	As above -Child safeguarding statement in all buildings -Form for children to lodge compliments to the CC) -poster in notice boards	CCO	-Children know who the Club Children's Office is and how to contact them -Report form for children -Children safeguarding statement in all buildings -Poster in notice boards	-As normal procedures		

		of services (Garda, local social worker etc) -Childs spokes person per team		of service they can contact -Select a child's spokes person per team	
Promote awareness of the Child Welfare and Safeguarding Policy and supporting documents within the club, among young members and their parents/guardians		Information pack for parents including -Medical consent form -social media consent -Parents, Coaches, players, Spectators Code of conduct -Annual membership form with a self declaration signed by both parents and children that they understand the code of conducts	CCO	-ensure all parents receive the Information pack -Ensure they are aware who the MP, DLP and CCO is	-As normal procedure
Ensure records on children are up-to-date and held in line with data protection, including any special needs of the child that should be known to coaches and volunteers	L	-Confidentiality policy -Record keeping policy -Data protection and privacy policy	-Academy director -CCO	-Secure file with a key and all children's document kept, one for the Academy director and one for the CCO	-As normal procedure
Report regularly to the Club Management Committee	L	Keeping lines of communication opened	DLP CCO	-none	-As normal procedure

This Risk Assessment document has been discussed and completed by Dundalk Football Club on

Signed: 

Name: Martin Connolly

Role: DLP

Email: martin.connolly@dundalkfc

Date: 13th January 2022

Signed: 

Name: Aolife Burns

Role: Club Children's Officer

Email: child.welfare@dundalkfc.com

Date: 13th January 2022

Appendix 8: Goal Post Poster

GOALPOST SAFETY

make safety your goal



Football Association of Ireland,
National Sports Campus,
Abbotstown, Dublin 15.

T: + 353 1 899 9500
F: + 353 1899 9501
E: info@fai.ie

Visit www.fai.ie

GOALPOST SAFETY

play your part




GOALPOST SAFETY

play your part




CHECK IT! →

Make sure your goalposts are in good condition and properly constructed. Homemade goalposts should not be used - they do not have built in safety features and may be particularly hazardous for younger players.

SECURE IT! →

Goalposts of any size must be anchored securely to the ground according to manufacturer's instructions. Portable goalposts must be pinned or weighted down to prevent them from overturning. Portable goalposts should be removed from the pitch when not in use and stored securely.

TEST IT! →

Before use, adults should test the goalposts to make sure they are stable. If you are unsure of the safety of your goalposts you should have them tested professionally.

RESPECT IT! →

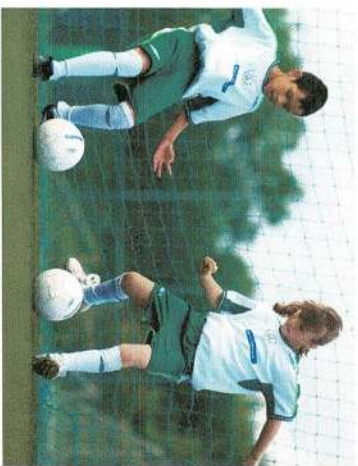
Respect your equipment. Goalposts are not designed for gymnastic displays. So don't swing on the cross bar.

“The Football Association of Ireland ... is working closely with goalpost suppliers to se new standards in goalpost safety”

Over a period of 2 years the NSAI in conjunction with the National Governing Bodies for Sport in Ireland have put together comprehensive standards for the manufacture, procurement, installation, maintenance inspection and storage of Goalposts.

The Football Association of Ireland has drawn on best practice from around the world to set new standards in goalpost safety.

This leaflet sets out safety guidelines for the use of goalposts, information on where to source new goalposts, and 4 golden rules to make safety your No. 1 goal.



Goalpost Standards

All Goalposts must be manufactured to the NSAI Goalpost Standards IS 356, IS 357, IS EN 748.

All Goalposts used in matches played under the Jurisdiction of the Football Association of Ireland must comply with Goalpost Safety Standards.

Clubs, Leagues or Affiliates of the Football Association of Ireland when purchasing Goalposts must only purchase from a manufacturer who complies with the Goalpost Safety Standards. Advice on recommended manufacturers may be attained by contacting the Football Association of Ireland @ 01-8999500.

Goalposts are not toys. Goalposts must only be used for the purpose of playing matches and coaching. Except for Goalnets, appendages of any description must not be attached to Goalposts.

Portable or demountable Goalposts must be adequately secured as per manufacturers instructions and when not in use must be stored in a secure and safe environment.

FAI Coaches and Referees are instructed in Goalpost Safety.

NSAI Goalpost Safety Standards have been issued to all FAI Affiliates and Leagues. The Goalpost Safety Standards may be accessed at www.fai.ie or by contacting the Football Association of Ireland @ 01-8999500.



GOALPOST SAFETY GUIDELINES

1. Before use ensure that the goalpost is secured at all times by means of the appropriate supplied anchoring system. This applies to all posts whether they are fixed, portable or free-standing. All goalposts should be either anchored, weighed, pinned, chained, pegged or otherwise made secure so as to prevent overturning.
2. Before assembly of equipment, check that it is not damaged and that it is fit for use. Check for damages to nets, joints and that locking devices are in good working condition.
3. Check that all fixings are secure and that all pivot points are in good condition and are lubricated where recommended.
4. Check that the equipment for securing the product is intact and in good working order.
5. When tall and/or heavy equipment is being erected or assembled, it is recommended that heavy lifting equipment is used and that the correct tools for the job are used at all times. Assembly and erection of goals must be carried out by a sufficient number of persons. Never try to assemble large and/or heavy products with only one person.
6. When dismantling goalposts, follow the assembly instructions and recommendations. Ensure all ground sockets have been suitably blanked off when goalposts have been taken out to eliminate any trip hazards.
7. Portable goals should be dismantled or removed to a secure area when not in use following recommended storage instructions.
8. Moving: If a piece of equipment must be moved, and no transportation wheels are provided, the equipment must be lifted by a sufficient number of competent persons to prevent injury and to prevent damage to the product.
9. In order to comply with safety standards, Sports Facilities owners are obliged to remove from use any damaged goods immediately. Regular maintenance of equipment is essential to ensure that it is fit for its purpose. Thoroughly inspect the goal at least once a month for damage and remove goals from use until any damaged parts have been replaced. It is strongly recommended that before every training or match situation that the goalposts need to be checked for any damage and also to ensure that they are secure, safe and ready to be used.
10. Goalposts and equipment should comply to current Safety Standards IS 356:2007, IS 357, IS EN 748, EN 750 and BS 8462:2005. All products should carry a manufacturers label and a safety warning. It is recommended that a safety officer /officers should be appointed at all schools and clubs to oversee these guidelines and any other precautions that may be deemed necessary for safety.

Appendix 9: Social Media Consent



Child/Young Person Social Media Consent Form



Dundalk Football Club

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 club chairman/designated liaison person

Signature of Club Chairman	
Print name of Club Chairman	
Date	

Appendix 10: Social Media Consent

	Social Media Consent Form
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Dundalk Football Club

Organisation Name	
Person's Name	

In accordance with the FAI Social Media Policy, *(insert organisation name)* will not permit personal details, photographs or videos 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

- ☐ I consent to *(organisations name)* using my name on social media.
- ☐ I consent to *(organisations name)* taking photographs or videoing me.
- ☐ 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.

Signature of Individual	
Date	

To be completed by club chairman/designated liaison person

Signature of Club Chairman	
Print name of Club Chairman	
Date	

Appendix 11: Accident/Incident Report



Accident/Incident Report Form

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

Name of person completing this form	
Title/Role	
Address	
Tel. Number	
Mobile Number	
Accident Details	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Date and Time	
Venue	
Name of person completing this form	
Name of person completing this form	
Name of person completing this form	
Witness 1 Contact Details	
Witness 2 Contact Details	
Signature	
Date	

Appendix 12: Medical Consent Form



Medical Consent Form

CLUB NAME	
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Parent/ Guardian Medical Consent Form

Name of Athlete	
Address	

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

Medical Information

Any specific medical requirements?

Any specific medical requirements?

Any specific medical requirements?

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

Signed (Parent/Guardian)	
Please print name	
Date	

Appendix 13: FAI Support Guidance for Children with Additional Needs and Vulnerable Persons taking from <https://www.fai.ie/sites/default/files/atoms/files/FAI%20Child%20Welfare%20Safeguarding%20Policy.pdf>

APPENDIX 12 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 Safeguarding Policy and the Concern/ Complaint Policy.

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

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

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

Registration-Start as you mean to go on!

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

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

Do:

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

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

What do we need to know?

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

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

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

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

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

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

Communication

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

Examples of Good Practice:

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

Physical Health

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

Examples of good practice are:

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

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

Challenging Behaviour

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

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

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

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

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

Does a Club need extra safeguards?

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

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

In Summary

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

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

GETTING HELP AND ADVICE

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

Intellectual Disability

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

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

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

Physical Disabilities

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

Autism & Asperger's Syndrome

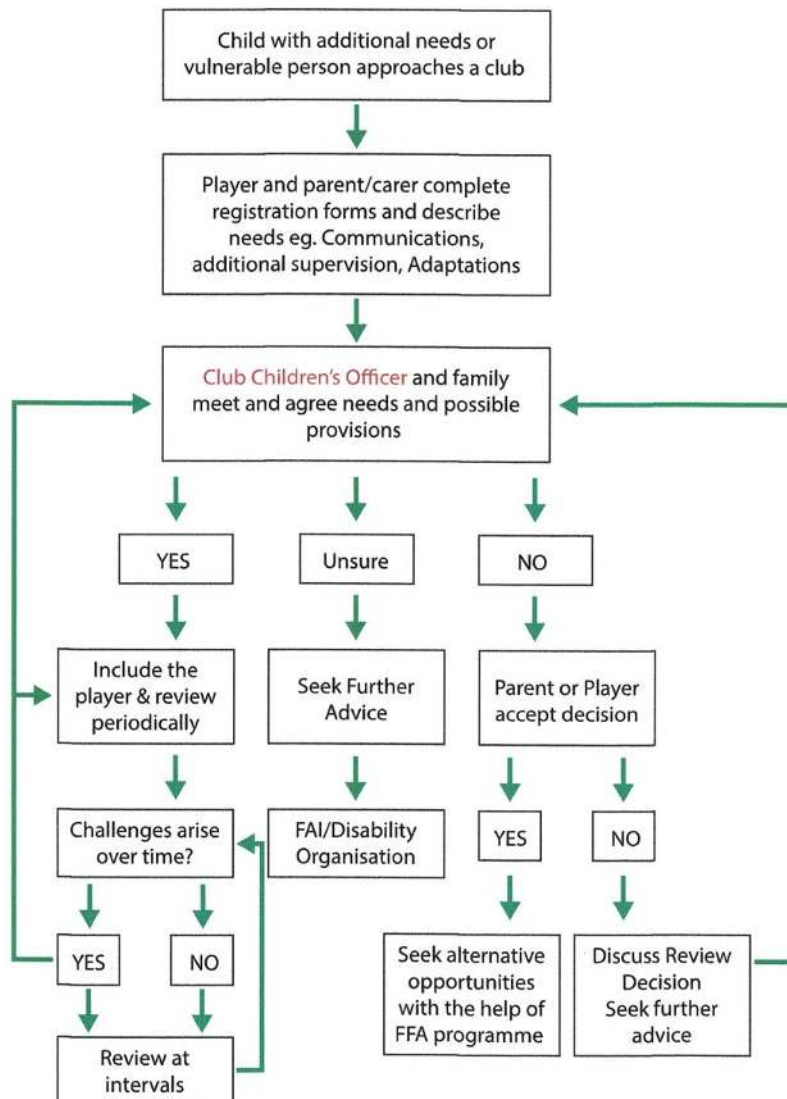
- Irish Society of Autism
- Dyspraxia Ireland

- www.lamSamAslAm.ie
- Get Autism Active - <https://www.getautismactive.com/>

Other Supports

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

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





01/04/2022

DUNDALK FOOTBALL CLUB

To Whom It May Concern,

This is to confirm that due to work commitments where I spend a lot of time out of the country I must transfer the duties of Designated Liaison Person for Dundalk Football Club to our Chief Operations Officer Martin Connolly.

I can confirm that Martin has completed all relevant FAI safeguarding courses and is fully compliant to hold this position.

Yours In Sport

Sean O'Connor

Chairperson

Dundalk Football Club

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