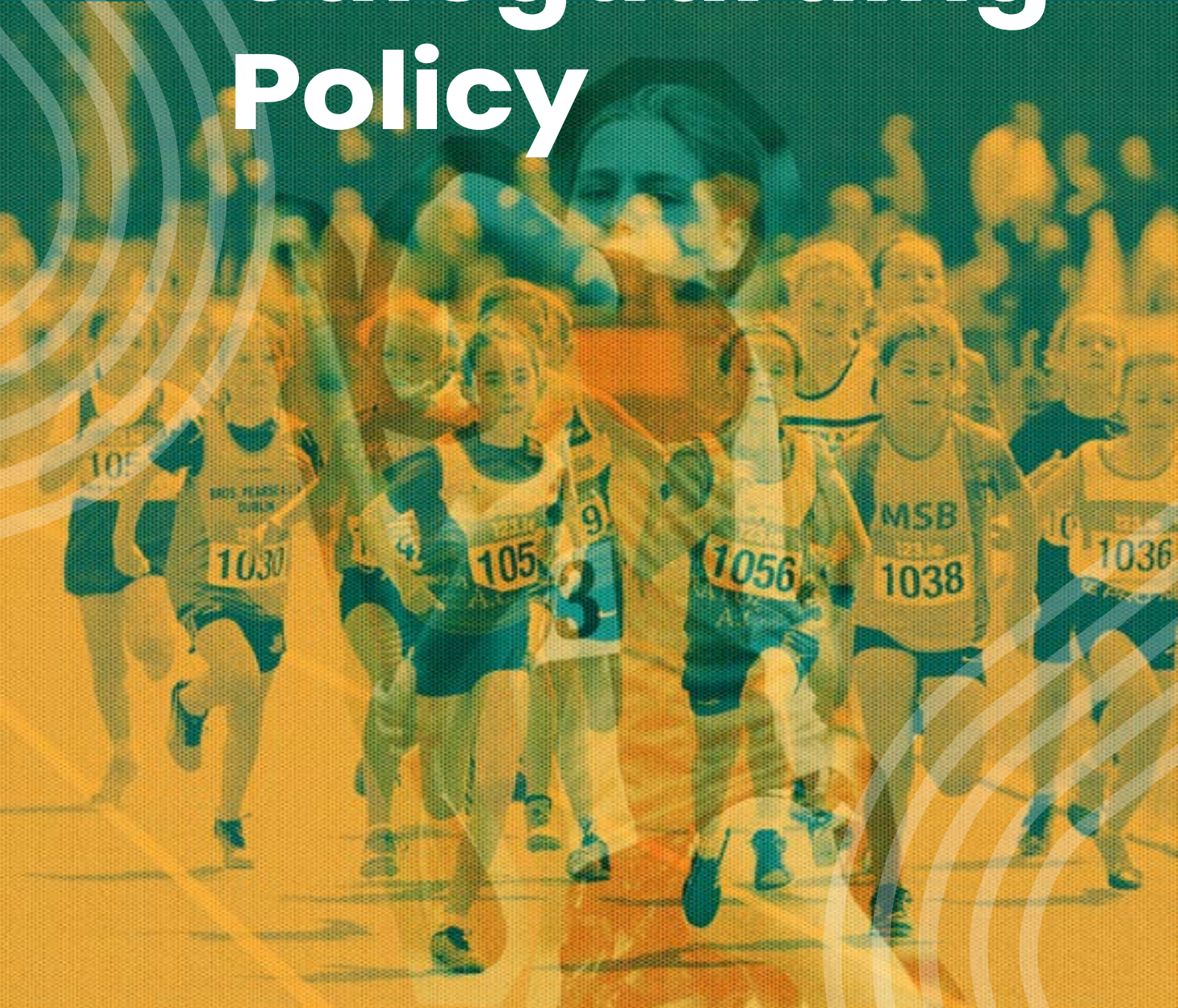


# Child Safeguarding Policy





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# Glossary

## A

**Affiliated Member** of the Association shall mean all National Bodies, Provincial Associations, leagues, clubs, and AGM Members who have affiliated directly to Athletics Ireland.

## B

**Board** shall mean the Board of Management of the Athletics Association of Ireland.

## C

**CCO** shall mean the Club Children's Officer.

**Children, Child, or Young Person** shall mean a person under the age of 18 other than a person who is or has been married.

**Children First Act (2015)** shall mean the Act for the purposes of making further and better provision for the care and protection of Children and for those purposes to require that preparation, by certain providers of services to Children, of Child Safeguarding Statements; to require certain persons to make reports to the Child and Family Agency in respect of Children in certain circumstances; to require certain persons to assist the Child and Family Agency in certain circumstances.

**Children First: National Guidance for the Protection and Welfare of Children 2017** shall mean the guidance published by the Department of Children and Youth Affairs in 2017 which includes information on the statutory obligations for those individuals and Organisations under the Act. It also sets out the best practice procedures that should be in place for all Organisations providing services to Children.

**Child Risk Assessment** shall mean a Risk Assessment which is carried out to identify whether a Child could be harmed whilst using the service.

**Child Safeguarding Statement** shall mean a statement that outlines the policies and procedures which are in place to manage the risks that have been identified through the Risk Assessment.

**Club Children's Officer** shall mean the person who the Child welfare day to day functions is delegated to. Their remit shall be a key component of the Safeguarding Statement and they shall be the Relevant Person for the Child Safeguarding Statement.

**Code of Ethics and Good Practice for Children's Sport** shall mean the Code which was developed by the Irish Sports Council (Sport Ireland) and the Sports Council for Northern Ireland. The Code has been adopted and implemented by governing bodies of sports, clubs, local sports partnerships, and community/voluntary groups.

## D

**Designated Liaison Person (DLP)** shall mean the person who is responsible for ensuring that reporting procedures within the Club are followed so that Child welfare and protection concerns are referred promptly to Statutory Authorities and will also liaise with outside agencies. Additionally, they will be a resource person to any employee or volunteer who has Child protection concerns.

## H

**Harm** shall mean, as defined in the Children First Act 2015, in relation to a Child –

- a. assault, ill-treatment, or neglect of the Child in a manner that seriously affects, or is likely to seriously affect the Child's health, development, or welfare,
- or,
- sexual abuse of the Child. whether caused by a single act, omission or circumstance or a series or combination of acts, omissions, or circumstances or otherwise."

## L

**Liaison Person** shall mean the registered person(s) with The National Vetting Bureau for the purposes of Garda Vetting on behalf of Athletics Ireland.

## M

**Mandated Persons** shall mean, as set out in the Children's First Act 2015, persons who have contact with Children and/or families and who, because of their qualifications, training and/or employment role, are in a key position to help protect Children from harm.

## O

**Organisation** shall mean all National Bodies, Provincial Associations, Leagues, and Clubs who have affiliated directly to the Athletic Association of Ireland and provide a service to Children.

## P

**Participants** shall mean an Athlete, Official, Coach and all such persons who are from time to time participating in any activity sanctioned by the Athletic Association of Ireland.

## R

**Relevant Person** shall mean the person who is appointed as the Children's Officer within National Bodies, Provincial Associations, Leagues, Clubs, to be the first point of contact in respect of an Organisation's Child Safeguarding Statement.

**Relevant Service** shall mean Organisations that have statutory responsibilities under the Children First Act 2015, any work or activity which consists of the provision of educational, research, training, cultural, recreational, leisure, social or physical activities to Children.

## S

**Statutory Authorities** shall mean those state bodies which promote the welfare and protection of Children and Vulnerable Persons and have a legal responsibility for the investigation and/or validation of suspected abuse, and these include but are not limited to An Garda Síochána, the Health Service Executive and the Child and Family Agency (Tusla).

## T

**The Policy** shall mean this AAI Child Welfare and Safeguarding Policy

# Foreword



**T**he publication of this Child Safeguarding Policy recognises the commitment of Athletics Ireland to ensure that young people are safeguarded in their participation in Athletics in Ireland. It is essential that we as an organisation take steps to ensure that the early experiences of young athletes in our sport are positive & enjoyable, irrespective of their ability, gender, social or ethnic background.

This document aims to outline the fundamental principles and policies and address issues relating to the roles and responsibilities of people involved in athletics with children. It outlines best practice with regard to working with children to provide a safe and enjoyable environment for all.

We hope that everyone involved in athletics will take the time to read this document and that together we can work to develop a child-centred approach to athletics for young people in Ireland.

Hamish Adams, CEO  
**Athletics Ireland**

# Athletics Ireland Child Safeguarding Policy Statement

Athletics Ireland acknowledges its duty of care to safeguard and promote the welfare of children and vulnerable adults by maintaining the safest possible environment for our athletes. We are committed to ensuring safeguarding practice reflects statutory responsibilities arising from the Children First Act 2015 and government guidance from Children First National Guidance of the Protection and Welfare of Children 2017. We comply with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 which provides a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. This document reflects our values of Integrity, Respect, Inclusion and Excellence in all we do.

This policy is aimed at all those volunteers, working with, and engaging in Athletics Ireland activities including Staff, Officials, Coaches, Parents, Volunteers, Parents/Guardians.

It recognises that the welfare and interests of children are paramount in all circumstances regardless of age, ability or disability, gender reassignment, race, religion or belief, sex, sexual orientation, or socio-economic background. We aim to ensure that all children have a positive and enjoyable experience of sport at Athletics Ireland in a safe and child centred environment and are protected from abuse whilst participating in athletics or outside of the activity.

This is achieved by:

- Promoting and prioritising the safety and wellbeing of children and young people
- Vetting all members of our clubs who regularly work with children & vulnerable people. In line with Vetting Legislation, this should be prior to them taking up a position with their club.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding, by providing access to our Codes of Conduct to Clubs for Parents/Coaches/Athletes.
- Appointing a National Children's Officer.
- Provide appropriate training and education in Child Safeguarding at Coach, Club Children's Officer, and Designated Liaison Person Levels.
- Set out our Complaints and Disciplinary Procedures to volunteers and parents to give them every opportunity to raise any concerns they may have.
- Ensure our clubs have appointed a Club Children's Officer and a Designated Liaison Person.

- Ensure appropriate action is taken in the event of incidents/concerns of abuse and provide support to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
- Ensure robust safeguarding arrangements and Reporting Procedures are in place.

This policy is drafted in line with our pillar values of Integrity, Respect, Inclusion and Excellence and looks to protect our association, volunteers, staff, committee, and members. These underlying principles echo those of the Sport Ireland's Ethos for Sport, relevant guidelines, and legislation provided by Statutory Authorities.

Our Safeguarding Policy will be widely promoted and is mandatory for everyone involved with Athletics in Ireland. Failure to comply with the policy will be addressed without delay and may result in dismissal/exclusion from the organisation.

The AAI Board has approved this policy and approve any changes put forward. It will be reviewed every 3 years or in the following circumstances:

- Any changes in legislation or government guidance.
- As required by Tusla.
- Any significant event.





# Statutory Obligations Under The Children First Act 2015

Children First refers to the National Guidance for the Protection and Welfare of Children 2017 and the Children's First Act 2015. It calls upon, and provides guidance for professionals, organisations, and individuals to help keep children safe and protected.

The Children First Act 2015 ("the Act") was signed into law by the President on the 19th of November 2015. The Act places a legal obligation on Athletic Clubs who provide services to children, to report any protection concerns involving a child. It also outlines best practice procedures for all organisations dealing with children.

## **Statutory obligations of relevant Services**

AAI is a provider of a relevant service under The Children First Act 2015. We provide activity providing educational or recreational, leisure, social and physical activities to children. The Act covers a broad range of services including the voluntary and sporting sector.

These include the requirement to:

- Keep children safe from harm while they are using the service.
- Carry out a Risk Assessment to identify whether a child or young person could be harmed while availing of the service.
- Develop a Child Safeguarding Statement that outlines the Policies and Procedures which are in place to manage the risks that have been identified.
- Appoint a relevant person to be the first point of contact in respect of the organisation's Child Safeguarding Statement.

# Child Safeguarding Statement and Risk Assessment

## What is a Risk Assessment?

Under the Children First Act 2015, organisations providing a relevant service, must undertake a Safeguarding Risk Assessment. This considers the potential for harm for children while they are in the organisation's care. It should be noted that risk in this context is the risk of abuse and not general health and safety risk.

A risk assessment is an exercise where the organisation examines all aspects of its service from a safeguarding perspective, to establish whether there are any practices or features of the service that have the potential to put children at risk.

The Online Safety Addendum to Children First National Guidance includes a specific reference to the need to consider online safety in the context of completing the Child Safeguarding Statement.

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

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

After the risk assessment has been completed, organisations are required to develop a **Child Safeguarding Statement** that outlines the policies and procedures which are in place to manage the risks that have been identified.

## What is a Child Safeguarding Statement?

Before preparing your Child Safeguarding Statement, you must undertake an assessment of any potential for harm to a child availing of your service ("risk assessment"). The risks you are assessing should be based on "harm" as defined in the Children First Act 2015.

A Child Safeguarding Statement is a written statement that specifies the service being provided and the principles and procedures to be observed to ensure, as far as practicable, that a child availing of the service is safe from harm. It should set out any potential risk of "harm" to a child that you have identified in your risk assessment, and procedures in place to reduce the identified risks, as specified in section 11 (3) of the Children First Act 2015.

The Child Safeguarding Statement should provide an overview of the measures that your organisation has in place to ensure that children are protected from harm. It may also refer to more detailed policies which can be made available on request.

Services in operation prior to the commencement of Section 11 of the Children First Act 2015 in December 2017 were required to, not later than 3 months from that date, have a Child Safeguarding Statement in place. Where a service proposes to operate as a provider of a relevant service, they shall within 3 months from the date on which they commence, have a Child Safeguarding Statement in place.

Upon completion, the Child Safeguarding Statement must be furnished to all staff members. It must be displayed in a prominent place and made available to parents and guardians, Tusla and members of the public upon request.

### **What is a Relevant Person?**

This is a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the Child Safeguarding Statement. In Athletics that is our Club Children's Officer.

### **Accessing the Athletics Ireland Child Safeguarding Template.**

The AAI Club Risk Assessment and the Child Safeguarding Statement can be downloaded from the following webpage and adopted by your club committee.

<https://www.athleticsireland.ie/juvenile/child-welfare/child-safeguarding-statement-and-risk-assessment>



# Child Welfare and Safeguarding Roles

Athletics Ireland is committed to the safeguarding of all children and vulnerable adults. The welfare and protection of children and vulnerable adults in our sport is paramount. Our safeguarding policies have been developed as required by national legislation, policy, and guidelines as outlined in Children First.

## Club Children's Officer and Designated Liaison Person

We recognise and respect the invaluable work of our Club Children's Officer and Designated Liaison Persons and the varied and complex Roles and Responsibilities they fulfil. The Club Children's Officer helps to create a child centred environment that promotes the welfare of children and young people engaged in our sporting activities. This guidance will act as a support for the CCO's/DLP's helping them meet their Child Safeguarding and Child Protection responsibilities.

### The role of a Club Children's Officer (CCO)

- The CCO should be a member of the Club Management Committee.
- Safe Recruitment and Selection of Coaches and Leaders.
- Garda Vetting is one of the key elements

of the safe recruitment process.

- The CCO should ensure that Coaches, Leaders, and Parents are vetted in line with AAI Garda Vetting Policy prior to taking on their role within the club.
- Liaise with Athletics Ireland and/or local sports partnership to secure Child Safeguarding Training for coaches/committee members within the first 6 months of taking up a new role.
- CCO should monitor the 3-year refresh of Garda Vetting and SG1.
- Understand the Athletics Ireland Code of Ethics & Child Safeguarding Guidance.
- The CCO should be knowledgeable about child protection and undertake any training considered necessary i.e., Sport Ireland Safeguarding 1 and 2 courses.
- Encouraging the participation of parents / guardians within club activities to ensure maximum enjoyment and participation for each child.
- Acts as a support to Coaches and Sports Leaders on Child Protection issues/concerns.
- Be a presence at juvenile training sessions.

- Ensure that children know how and whom they can report their concerns to within the club.
- If there are grounds for concern about the safety or welfare of a young person you should react to the concern.
- Act as the Relevant Person with responsibility for the club Child Safeguarding Statement.
- Act as a resource for volunteers/coaches/parents who have a child protection or welfare concern.
- The DLP should be knowledgeable about child protection and undertake any training considered necessary i.e., Sport Ireland Safeguarding 1 and 3 courses.
- The DLP should have knowledge of the Safeguarding Guidance and relevant child protection legislation (Children First Act 2015, National Vetting Bureau Act 2012-2016) and be familiar with local support services.

### **Role of a Designated Liaison Person (DLP)**

This role sits with the Club Chairperson unless another committee member has been appointed. The DLP is responsible for reporting allegations or suspicions of child abuse and welfare issues to Tusla or the Gardai (Statutory Authorities). They will work with the Club Children's Officer to act as a resource for children at committee level.

- DLP reports any suspected cases of child neglect or abuse to a Duty Social Worker in Tusla, the Child and Family Agency or An Garda Síochána.
- They should also inform the National Children's Officer / Mandated Person that a report has been submitted to the Statutory Authorities.

- In consultation with the person who raised the concern and the Club Children's Officer, the DLP will decide if there are reasonable grounds for a concern.

The Athletics Ireland Child Safeguarding Team are available to liaise with Club Children's Officers and Designated Liaison Person to help and support them. We are committed to ensuring the implementation of safeguarding requirements and can offer guidance where required on all our policies & procedures.

# Categories Of Abuse and Indicators

Child abuse can be categorised into four different types: Neglect, Emotional Abuse, Physical Abuse, and Sexual Abuse. A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child or a stranger, and can be an adult, or another child. In a situation where abuse is alleged to have been carried out by another child, you should consider it a child welfare and protection issue for both children, and you should follow Child Protection Procedures for both the victim and the alleged abuser.

The important factor in deciding whether the behaviour is abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/carer.

The definitions of neglect and abuse presented in this section are not legal definitions. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

## **Neglect**

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child

and may have serious long-term negative consequences.

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety. Emotional neglect may also lead to the child having attachment difficulties. The extent of the damage to the child's health, development or welfare is influenced by a range of factors. These factors include the extent, if any, of positive influence in the child's life as well as the age of the child and the frequency and consistency of neglect.

Neglect is associated with poverty but not necessarily caused by it. It is strongly linked to parental substance misuse, domestic violence, and parental mental illness and disability.

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

The following are features of child neglect:

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

## Emotional Abuse

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency, and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children's emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen.

A reasonable concern for the child's welfare

would exist when the behaviour becomes typical of the relationship between the child and the parent or carer.

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

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

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

It should be noted that no one indicator is conclusive evidence of emotional abuse.

Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

## Physical Abuse

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged because of suspected physical abuse.

Physical abuse can include the following:

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

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

## Sexual Abuse

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

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

Cases of sexual abuse mainly come to light through disclosure by the child or his or her siblings/friends, from the suspicions of an adult, and/or by physical symptoms.

It should be remembered that sexual activity involving a young person may be sexual abuse, even if the young person concerned does not themselves recognise it as abusive.

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child.
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification.
- Masturbation in the presence of a child or the involvement of a child in an act of masturbation.
- Sexual intercourse with a child, whether oral, vaginal, or anal.
- Sexual exploitation of a child, which includes:
  - Inviting, inducing, or coercing a child to engage in prostitution or the production of child sex abuse material [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification, or sexual act, including its recording (on film,



videotape, or other media) or the manipulation, for those purposes, of an image by computer or other means]

- Inviting, coercing, or inducing a child to participate in, or to observe, any sexual, indecent, or obscene act.
- Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse.
- Exposing a child to inappropriate or abusive material through information and communication technology.
- Consensual sexual activity involving an adult and an underage person.

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

In relation to child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as child sexual abuse. Details on exemptions for mandated reporting of certain cases of underage consensual sexual activity can be found in Chapter 3 of [Children First: National Guidance for the Protection and Welfare of Children](#).

## **Bullying**

It is recognised that bullying affects the lives of an increasing number of children and can be the cause of genuine concerns about a child's welfare. Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others. While bullying can happen

to any child, some may be more vulnerable. In cases of serious instances of bullying where the behaviour is regarded as possible abusive, you may need to make a referral to Tusla and /or the An Garda Síochána.

### **Circumstances where children may be more vulnerable to harm**

Some children may be more vulnerable to abuse than others. Also, there may be times or circumstances when a child may be more vulnerable to abuse in their lives. Children with disabilities, children with communication difficulties, children in care or living away from home, or children with a parent or parents with problems in their own lives may be more susceptible to harm.

# Reporting Procedures

Each club should have clear procedures for responding to reports or concerns relating to the welfare and safety of children and be aware of how and to whom concerns should be reported. In our clubs our Designated Liaison Persons are tasked with reporting serious concerns. Leaders, children, parents, and guardians should be aware of how to and who to report concerns to. Our members should contact their Club DLP if they have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. **The DLP is not an investigatory role** so does not have to prove that abuse has occurred prior to making a report to Tusla. Sports leaders have a duty of care to act if they have a concern about a child.

Should a DLP not feel comfortable making a report to Tusla the Athletics Ireland National Children's Officer will do so on their behalf. The DLP should provide a record of the details of the concerns raised. Anyone can make a report to Tusla or An Garda Síochána.

## Grounds for concern

Consider the possibility of child abuse if there are reasonable grounds for concern, Reasonable grounds for concern exist when there is:

- A direct disclosure or indication from a child that they are / have been abused.

- An account by a person who saw the child being abused.
- Consistent indication, over a period of time, that a child is suffering from emotional or physical abuse.
- Evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused another way.
- A sudden change of temperament and / or personality in the child.
- Corroborative indicators supporting a concern e.g., pattern of injuries, an implausible explanation, other indicators of abuse, dysfunctional behaviour.
- If you have any concerns, you should discuss these with the Designated Liaison Person in your organisation. At any time, you can consult informally with Tusla (Child & Family Agency) if you have a concern.

## Steps for reporting

- Observe and note dates, time's locations, and contexts in which the incident occurred.
- Report asap to the DLP who will make a report to the Statutory Authorities should there be reasonable grounds for concern.

- If you feel a child is in immediate danger outside of hours An Garda Síochána should be contacted.
- The sports leader against whom the allegation has been made must step down from his/her role pending the outcome of any investigation.
- If the DLP is unsure whether reasonable concerns exist, they can informally consult with the local duty social worker. If the concern is below the threshold for reporting, Tusla may be able to provide advice in terms of keeping an eye on the child and other services that may be more suitable to meeting the needs of the child and/or family.
- A DLP reporting suspected child abuse to the Statutory Authorities should first inform the family unless doing so would further endanger the child or undermine the investigation.
- To assist Tusla assess your reasonable concern, they need as much information as possible. You should provide as much relevant information as you can about the child, his/her home circumstances, and the grounds for concern.
- The DLP should provide their report to the Statutory Authorities in person, by phone or in writing without delay. Personal contact followed by a written report is best practice.
- Where the club does not feel it has reasonable grounds for making a report to the statutory authorities the member who raised the concern should be given a clear written statement from the DLP. If the member remains concerned, they can consult with the Statutory Authorities in their area.
- While it is possible to report a concern without giving your name, it may make it difficult for Tusla to assess your concern. All information that you provide will be dealt with in a professional manner.
- Advise the Athletics Ireland National Children's Officer of your concerns and report.

## Protections for individuals reporting concerns

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

- (a)** Section 16 (3) of the Children First Act, 2015: If a Mandated Person furnishes any information (including a report), document or thing to the Agency pursuant to a request made under subsection (1), the furnishing of that information, document or thing shall not give rise to any civil liability in contract, tort or otherwise and nor shall the information, document or thing be admissible as evidence against that person in any civil or criminal proceedings.
- (b)** Section 3 Protections for Persons Reporting Child Abuse Act 1998: Legislation makes provision for the protection from civil liability of persons who have communicated Child abuse 'reasonably and in good faith' to designated officers of Tusla or to any member of An Garda Síochána. This protection applies to Organisations as well as to individuals. This means that even if a communicated suspicion of Child abuse proves unfounded, a plaintiff who took an action would have to prove that the person who communicated the concern had not acted reasonably and in good faith in making the report.

# Garda Vetting Policy and Safe Recruitment

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act also creates offences and penalties for persons who fail to comply with its provisions.

The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organisation unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person.

Vetting is conducted on behalf of registered organisations such as Athletics Ireland only and is not conducted for individual persons on a personal basis. If you are seeking employment or intending to volunteer with Athletics Ireland by providing relevant work to children or vulnerable persons, you will be asked by your club to complete the vetting process before commencing such work.

The purpose of Garda Vetting is to provide details regarding all prosecutions, successful or not, pending or completed and/or convictions in respect of an individual applicant to an organisation which is registered for Garda Vetting.

Athletics Ireland is committed to the protection and welfare of children and vulnerable persons. As part of this commitment Athletics Ireland complies with relevant legislation

and recommended best practice in recruitment and selection procedures for volunteers and volunteers and will conduct Garda Vetting as part of the process. Athletics Ireland provides vetting services to the Irish Schools Athletic Association and Parkrun Ireland.

## AAI vetting obligations

- All those engaging with persons under the age of 18 & Vulnerable persons.
- All AAI Children's Officers, Designated Liaison Person, Chairpersons & Secretaries
- Coaches involved with individuals or teams competing in any age up to and including Under 18's.
- Anyone working or Volunteering with children and vulnerable persons on behalf of AAI.
- All AAI Staff, Board and Committee Members.
- Vetting is not transferable between sporting associations.
- Sports leaders under 18 may also be required to complete the vetting process. To apply for vetting there must be a completed parental consent. This form is available from your Club Children's Officer. Vetting cannot be conducted for a person under the age of 16.

## Benefits

- Protection of children and vulnerable adults.
- Protection of the Association and Club, Coaches and Volunteers.
- Management of risk.
- Garda Vetting is one of the key elements of the safe recruitment process.

## Completing the form

The AAI Garda Vetting Liaison works with Clubs to ensure that all coaches have up to date vetting as per the National Vetting Bureau Act 2012. The vetting application form will be maintained by Athletics Ireland and any amendments or changes in legislation will be made by AAI and notified to all clubs.

Vetting with Athletics Ireland must be refreshed **every three years** by submitting a new eVetting application form to the Liaison Person. Athletics Ireland complies fully with good practice regarding the secure storage, handling and use of the Vetting Bureau disclosures and personal vetting information as per Data Protection Policy and legal obligations under Data Protection Legislation. The onus is placed on each Clubs Children's Officer to check the identity of the applicant as specified on Section 3 of the Application Form. The Children's Officer must tick the appropriate box for the form of ID that was used to verify the identity of the applicant.

**Please note we require Proof of current address, such as a utility bill, bank statement, correspondence (dated within the last 6 months) AND photographic ID.**

The vetting subject completes an Athletics Ireland eVetting Invitation & ID Validation form. They then present their original IDs with photocopies to their Club Children's Officer for validation. The vetting subject then posts their eVetting Invitation form along with photocopies of the ID used to the Liaison Person at Athletics Ireland, 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9.

## Athletics Ireland eVetting steps

Forms are received by post to Athletics Ireland and each form is checked for the following:

- Section 1 and Section 2 fields are mandatory. Check that all personal details are completed including a phone number and e-mail address.
- Roles and Responsibilities is a mandatory field.
- We require an original signature on Section 1 and Section 2 Declarations. **Scanned or photocopies cannot be accepted.**
- Declaration's must be dated within 6 months and signed only by the CCO or Chair.
- Each form should be posted with relevant in date ID and Bills should be dated within 6 months.

Athletics Ireland input the application to the eVetting portal and an email link is issued to the applicant to complete online within 30 days. Once submitted the Liaison Person reviews online and the application is referred to the National Vetting Bureau for processing.

The National Vetting Bureau processes the application and forwards a vetting disclosure through the eVetting Portal where it is reviewed by the Athletics Ireland Liaison Person.

The disclosure will confirm:

1. that there are no convictions within the ROI or elsewhere or,
2. a statement of all convictions and or prosecutions, successful or not, pending or completed in the state or elsewhere.

Should the vetting disclosure contain no convictions recorded against an individual a Vetting Acceptance letter is emailed to the applicant who should copy this letter to their Club Children's Officer.

The disclosure may contain specific information in relation to the applicant. This means information

concerning a finding or allegation of Harm to another person received by the Bureau from An Garda Síochána or a scheduled Organisation pursuant to section 19 of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. Please note the National Vetting Bureau will notify the applicant **before disclosing specified information** to the Relevant Organisation. A copy of the vetting disclosure will be made available to the applicants on request. Disclosures which return a Nil result are filed for the life of the vetting period.

## Disputes

In instances where a disclosure returns a response it will be shared with the applicant. The applicant can dispute details contained on a Garda Vetting Disclosure outlining the exact basis of his/her dispute in writing to the Liaison Person who will submit it to the Garda Vetting Unit for review.

If, following further checks, the applicant still disputes details of the disclosure, arrangements will be made for further validation procedures. At the conclusion of the dispute resolution process, decisions on the suitability of the applicant will be the responsibility of the Review Committee.

Disclosures which return a conviction, or any other information will be risk assessed. A conviction, prosecution or case pending will not necessarily bar an applicant for consideration for engagement. The following criteria will be considered.

- The nature and number of any convictions.
- The frequency of any convictions.
- The post for which the person is seeking engagement.
- The self-disclosure of the conviction/case pending by the applicant.
- The time lapse since the conviction.

Athletics Ireland will employ a Natural Justice framework in dealing with any disclosures of

convictions. In accordance with the guidelines issued by the National Vetting Bureau, the CEO of Athletics Ireland will establish a Decision-Making Committee. This Committee is comprised of three members in total, including a chairperson. All three must be present for any meeting. All applicants have a right to natural justice and can choose to waive their anonymity and meet the decision-making committee to present their case should they choose to do so.

## Review Meetings

Consideration for holding a review meeting will occur when an application is returned from the NVB with information which gives cause for concern. The Liaison Person will verify all information received from the NVB with the applicant.

Any assessment of suitability of an applicant depends on the relevance of any conviction/disclosed information to the position or role applied for, the self-disclosure of such information, the seriousness of the offence/disclosed information, the timing of the offence and any possible pattern of offences. The information disclosed is used for only the specific purpose for which it was obtained as part of a volunteering or recruitment process within Athletics Ireland. On receiving information that may potentially result in exclusion from taking up the regulated position any original documentation is checked to ensure it is correct and that the disclosed information refers to the applicant. If the applicant has self-disclosed the information and this agrees with the disclosure from the vetting body a decision will be made depending on the type and nature of the offences disclosed. If the applicant has not self-disclosed and information is received from the vetting body this will be checked with the applicant. The applicant will be asked to provide background information on all offences in writing as part of the risk assessment process.

Disclosure of certain types of convictions/prosecutions or specified information will automatically disqualify applicants from a position working with children and young people. Examples of offences that will automatically disqualify an applicant are:

- Any offence of a sexual nature.
- Any offence against a child or of child abuse or child abuse images.
- An offence that causes grievous bodily harm.
- Any offence of murder or manslaughter.
- An offence of kidnapping.
- A series of continuous offending that might cause concern for the well-being of children.
- Any charge brought by the Director of Public Prosecutions (for Ireland and Northern Ireland) concerning abuse of a child or vulnerable person.

This is a guide and not a complete list of barring offences. All decisions on the suitability of an applicant are a matter for the Decision-Making Committee of Athletics Ireland or its affiliates. The NVB and ANI are not involved in such decisions.

Risk assessment decisions are made on an individual basis. Consideration is given to the nature of the disclosed information received and the initial self-disclosure, if any, by the individual. Decisions will only be made on disclosed information that is verified and confirmed, preferably in writing. If a decision is required that is not clearly dealt with in this vetting policy external advice is sought. In this case any identifying information on the disclosure will be removed. External advice may be sought from other regulatory bodies, e.g., Participation Unit from Sport Ireland or Child Protection in Sport Unit from NSPCC. Where the applicant is suitable for the position currently held or applied for, this is communicated to the individual by issuing a letter accepting suitability to volunteer/work within Athletics Ireland. Where the information disclosed by the vetting organisation and/or self-disclosed by the applicant deems the individual to be unsuitable for the regulated position they are informed of such preferably in person, however this is not always possible. In the case where an individual cannot be informed in person, they will be requested to contact the LP/signatory as a matter of urgency. All applicants are allowed the opportunity to withdraw from seeking any role or position. The principles of natural justice concern

procedural fairness and ensure a fair decision is always reached by objective & unbiased decision makers.

## Safe Recruitment

Vetting is just one of the ways in which we safely recruit volunteers and Coaches in for our clubs. Our coaches are primarily adults, and we should ensure that they are selected and trained to fulfil these roles in a fair, yet effective and sensible manner. Therefore, statutory requirements and our AAI Child Safeguarding Guidance must be at the heart of all training and selection processes.

Each coach must as a minimum:

- Complete Garda Vetting and obtain a Vetting acceptance letter from AAI prior to beginning to coach with their club.
- Attend SGI training, where possible, within 6 months of beginning to coach.
- Complete a Coaches Code of Conduct for the club.

Coaching in our club network is an important role with specific responsibilities and legislative requirements. The recruitment, vetting, and training of coaches falls under the remit of the Clubs Children's officer.

However, they also can come to our clubs as parents with an interest in helping, are referred by other coaches or in the case of our younger coaches as athletes or Gáisce students.

Wherever we find our coaches, their start in our clubs should be coordinated by an experienced member of the club/coaching team with involvement from the CCO. They should be supported by the club, the CCO and their fellow coaches. The following guidance will assist clubs and new coaches.

New coaches should receive a copy of:

- Club Policies & Procedures.
- Code of Conduct for Coaches.

- Access to the Child Safeguarding Statement.
- A clarification of their role as a coach within the club and a mentor coach for their initial sessions.
- Access to contact details for the Club Children's Officer, Head coach and DLP.





# Codes of Conduct

The Codes of Conduct we set out for Athletics show our collective commitment, as well as our individual responsibilities, to ensure a safe sporting environment for all. Whilst our participants are responsible and accountable for their own behaviour and conduct, we ask that they understand and comply with the rules and regulations contained in our codes of conduct.

We believe that our codes communicate to all our stakeholders that it is the high standards of behaviour we expect that will continue to make our sport a success. These codes will ensure that we are providing a safe, fun, and inclusive environment for all and is our collective responsibility.

Our Codes of Conduct are our values for our sport and in them we describe the fundamental behaviours expected from each person involved in sport, especially with our young people. They are based on a behaviour level of what is acceptable and not acceptable at our training sessions through to our competition from our athletes to those officiating at our events.

All clubs and regions should ensure that their members sign up to the relevant codes of conduct annually. This can be arranged as part of the on-line membership renewal or at training sessions or coaches meetings. Signing a code of conduct is a mandatory requirement of membership of AAI.

For the safeguarding and well-being of young people the AAI codes of conduct define expected behaviours for:

- Athletes.
- Parents.
- Coaches & Officials.

# Social Media

Athletics Ireland embraces technology across the spectrum of our sport and business. We value the importance of communicating. Our social media Policy, see appendix, is drafted in line with our Pillar Values of **Integrity, Respect, Inclusion and excellence** and looks to protect our association, committees, and members.

It provides guidance on procedures which support and underpin the use of social media and communication within our clubs.

The Policy applies to all staff, volunteers, coaches and officials, or anyone working on behalf of the Association and within our club network. Each of our members takes personal responsibility for adhering to its guidance and understands the impact of what we publish on behalf of our sport as well as on our personal pages.

The term social media refers to many platforms which are constantly changing and evolving to suit the needs of our society. When we say social media, we are referring to the sharing of information and communication via the internet. Social media can be seen as anywhere we as a group or as individuals share stories and photos, videos and information using online technology.

Before setting up our Facebook, Instagram, and Twitter feeds, it's important that we look at what they will be used for and more importantly who our audience will be. In general, at a club level, we need to regularly inform our members about

- training sessions
- matches
- meetings
- coaching news
- fundraising
- AGM's

## Social Media & Children

Our social media platforms are integral to the promotion of our clubs and our sport. We work tirelessly to minimise the risk to the children in our clubs. We place a great emphasis on making our platforms safe spaces and to provide guidance on the procedures that will support and underpin the use of social media and communicating with children in our athletics clubs. It is important that all staff, volunteers, coaches and officials, or anyone working on behalf of the club are aware of this policy and agree to the following terms.

Terms:

To protect all children and young people attending the club and who make use of technology (such as mobile phones, handheld devices, and the internet) to interact with the club.

To provide staff and volunteers with policy and procedure information regarding communicating with children.

To ensure the club is operating in line with Athletics Ireland policy.

Coaches and leaders should never place themselves in a compromising position by texting or communicating via social media sites with children.

All such communications should be sent via approved club channels to the parents or guardians of the athlete. The following should apply when communicating with children:

1. Use a club group text or online system for communicating with parents/guardians of athletes.

2. Do not communicate individually by text or online with children.

3. Do not engage in communications with children via personal social media sites.

4. Always use approved club group text or social media sites to communicate with children. All club Facebook pages must be a group, organization and community or sports page.





# Appendix 1: Coaches/ Sports Leaders Code of Conduct.

Sports leaders have a unique opportunity to positively impact the athletes that they coach as part of the role within the sport. They should sign and adhere to the Coaches Code of Conduct.

All coaches involved with children and young people on club and at performance Squads should:

- Consider the wellbeing and safety of participants before the development of performance.
- Ensure a safe, fun, and inclusive environment.
- Act as a role model encouraging a positive approach to sport and a healthy lifestyle.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability, and the experience of those taking part.
- Promote participation.
- Promote the positive aspects of the sport (e.g., fair play)
- Display consistently high standards of behaviour.  
The camps are a non-smoking and drinking environment.
- Follow all Safeguarding guidelines laid down by the National Governing Body.
- Understand the complaints and disciplinary process.
- Hold appropriate qualifications and insurance cover. Upskill regularly and look for access to required training for your role.
- Never exert undue influence over participants to gain personal benefit or reward.
- Never condone rule violations, rough play, or the use of prohibited substances.
- Never use physical punishment or force.
- Be aware of young person's sensitivity to body image.

- Encourage participants to value their performances and not just results.
- Never expose a young person to criticism, hostility, or sarcasm.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Never use foul or inappropriate language. Ensure a healthy, positive, and professional relationship with the athletes.
- Never engage in any form of sexual relations with anyone under the age of 18, or vulnerable adults.
- Do use a group email system for communicating with parents/ guardians & coaches of athletes.
- Do not communicate individually by social media, text, or email with juvenile athletes. Abide by the policies and procedures regarding the use of mobile phones.
- Do not engage in communications with underage athletes individually via personal social network sites.
- Always use official squad group text or social media sites to communicate with juvenile athletes.
- A coach should under no circumstance undermine the efforts of an athlete's personal coach and/or attempt to 'poach' an athlete within a squad environment.

I have fully read the Athletics Ireland Child Protection Policy and understand this code of conduct and will ensure that my conduct and practice reflect the above policies and practices contained within the Child Protection Policy.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Club: \_\_\_\_\_

Signature: \_\_\_\_\_

# Appendix 2:

# Athlete Code of Conduct.

## **Sport should be safe, fun, inclusive, and conducted in a spirit of fair play.**

As a young person you are entitled to the best possible environment to participate in sport. You deserve to be given enjoyable, safe sporting opportunities, free from abuse of any kind. You have rights, which must be respected, and responsibilities that you must accept. You should always treat other athletes and team leaders with fairness and respect. Follow the code and encourage others to do so too.

### **You are entitled to:**

- Be safe and to feel safe
- Be listened to
- Be believed
- Be treated with dignity, sensitivity, and respect
- Have your voice heard in your sport
- Participate on an equal and non-discriminatory basis
- Have fun and enjoy your sport
- Experience competition at a level at which you are happy, suits your age, development & Ability
- Make complaints and have them dealt with. Know who you should talk to if you have an issue.
- Get help against those who bully
- Say No
- To protect your body
- Privacy and confidentiality

### **You should always:**

- Treat all group or team members, Sports Leaders, Officials, and parents with respect

- Act fairly and responsibly at all times, do your best to achieve your goals
- Respect opponents and be gracious in defeat
- Abide by the rules as set out by the group or team you are with
- Support and assist where appropriate with the running of your group

**You should never:**

- Cheat or seek to gain an unfair advantage, never tell lies
  - Intimidate, use violence or physical contact that is not welcome
  - Shout at or argue with another person unreasonably, never use bad language
  - Cause harm to or damage property
  - Bully or threaten another person online or offline
  - Take banned substances or consume alcohol or recreational drugs
  - Spread or circulate rumours online or offline about another person.
- You should never use your phone to take or circulate photos of your teammates, coaches, or parent group.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parents/guardians  
name: \_\_\_\_\_

Signature:

Phone number(s): \_\_\_\_\_  
\_\_\_\_\_

Please sign and bring with you to your group or team and give to the team leader.



# Appendix 3: Parents And Guardians Code of Conduct.

Everyone involved in sport, children, parents/guardians, and sports leaders should accept their role and responsibilities and undertake to commit to maintaining an enjoyable and safe environment for all participants. There exists a duty of care on all adults to safeguard children. Adults have a crucial leadership role to play in sport. Whether they are parents/guardians or sports leaders or teachers, they can contribute to the creation of a positive sporting environment for young people. Positive relationships will result in growth, development, and fulfilment for all those involved in children's sport.

Parents/guardians play a key role in the support and promotion of an ethical approach to sport and young people's enjoyment in sport. Parents/guardians therefore need to be aware, informed and involved in promoting the safest possible environment for children to enjoy their participation in sport. Sports leaders need the support of parents/guardians in conveying the fair play message. All participants in sport have a responsibility to keep sport safe, fun, and conducted with a spirit of fair play for all.

## **Parents/guardians code of conduct:**

- Encourage your child to learn the rules & play within them.
- Be a positive role model.
- Read & understand the Athletes code of conduct with your child.
- Discourage unfair play & arguing with officials.
- Publicly accept officials' judgments.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Parents of Little Athletics Sessions should remain for the duration of the session.
- Set a good example by recognising fair play & applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.

- Support your child's involvement & help them to enjoy their sport. Contribute where you can to the running of the club.
- Adhere to the clubs Policies & Procedures e.g., social media Policy, Mobile phone policy.
- Use correct & proper language at all times.
- Encourage & guide participants to accept responsibility for their own performance & behaviour

The specific behaviours children need from their parents are both person and sport dependent. As a parent it is important to display behaviours that are most helpful for your child and applicable to their sport.

#### **Adult-child relationships in sport should always be:**

- open, positive, and encouraging
- entered into by choice
- defined by a mutually agreed set of goals and commitments
- respectful of the creativity and autonomy of children
- carried out in a context where children are protected and where their rights are promoted
- free from physical, emotional, or sexual abuse and neglect or any threat of such harm
- respectful of the needs and developmental stage of the child
- aimed at the promotion of enjoyment and individual progress
- governed by a code of ethics and good practice in sport that is agreed and adhered to by all
- respectful, but not unquestioning of authority
- mindful of the fact that children with disabilities may be more vulnerable

### **Child Protection & Code of Conduct for Parents and Guardians**

#### **Helping children develop the skills to cope with competition:**

Sport can be demanding, and children often need to learn the skills to cope with this. As a parent, the way in which you interact with your child can substantially influence their ability to cope with competition. To succeed in most sports, children need to be independent thinkers, able to adapt to different situations and tactics; they need to be accountable for their performance, recognising when and why they are making mistakes so they can change them; they need to be flexible, understanding that opponents perform differently and might employ different tactics. Children also need to be able to cope with the range of emotions they will experience and use these to their advantage. As a parent, if you do too much for your child, explain away mistakes, criticise coaching decisions, or underplay the importance of different situations you may be limiting the

opportunities for your child to learn and develop as an individual and an athlete.

**Address your individual child's needs at competitions:**

Do you know what your child wants from you at competitions? Some children need a pep-talk, others want to listen to music, while some want to talk about something entirely different. What does your child prefer? During sports some children want their parents to provide a lot of encouragement; others want their parents to be silent. Some do not even want their parents to watch. What does your child prefer? After sports, the feedback children want is likely to depend on the result, their performance, and their personality. It is useful to talk to your child about what he or she wants from you and from sport.

**Questions you can consider regarding your child's involvement in sport:**

Why do I support my child's involvement in sport?  
What would I see as "success" for my child?  
Do I know what my child wants to achieve in sport?  
Do I behave in ways that help my child to be most successful?  
Have I spoken to my child about how he/she wants me to support them?

**Questions you can ask your child:**

What would you like to achieve in sport?  
What do you need from me to be able to achieve this?  
What are your goals for this year?  
Is there anything I can do to help you achieve these goals?  
Are there any things that I do at competitions that you really like?  
Are there any things that I do at competitions that you don't like?  
How can I help you enjoy your sport more?

**Questions to ask the club or coach:**

What are your expectations of parents?  
What can I expect from you?  
What do you hope to achieve with my child this year?  
When is an appropriate time to talk to you?  
What is the best way to contact you?  
What goals do you have for my child this season?  
What does my child need to achieve these goals?  
How can I best support you this season?

Parents/guardians signature:

Date: \_\_\_\_\_

Club name: \_\_\_\_\_

Drawn from: Holt, N. L., & Knight, C. J. (2014). Parenting in Youth Sport: From Research to Practice. Abingdon, Oxon

# Appendix 4: Garda Vetting Form

## Athletics Ireland eVetting Invitation & ID Validation Form (11/2022)

### Section 1 Personal details and Declarations

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure. **ALL FIELDS MARKED IN BOLD ARE MANDATORY**

**YOU WILL RECEIVE A LINK VIA EMAIL WITHIN 10 DAYS – IF YOU DO NOT RECEIVE THIS PLEASE CONTACT US**

**Club:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

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

(If the applicant is under 18 this must be a parent/guardian email address)

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

\_\_\_\_\_ **Eircode:** \_\_\_\_\_

### **Athletics Ireland roles and responsibilities (tick any that apply to you):**

Juvenile/Youth Coach	Juvenile Teacher/Tutor	County/Regional Committee
Club Children's Officer	Club Youth Worker	National Committee
Juvenile /Youth Team Manager/Chaperone	Juvenile Club Volunteer	Other:
	Official for Juvenile events	

### Applicants Declaration (Original signature and date required)

I have signed the relevant codes of conduct for my roles within Athletics Ireland.

I agree to abide by the safeguarding guidelines and code of ethics of Athletics Ireland.

I have never been asked to leave a sporting organisation.

I have provided documentation to validate my identity as required.

I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

**Please tick this box to confirm these declarations**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You may not take up any role or position requiring vetting until a disclosure has been returned from the National Vetting Bureau of An Garda Síochána and a decision is made by Athletics Ireland on the disclosure returned.

### Section 2 – Identification Verification

This section must be signed by either the Club Children's Officer or the Chairperson of the club.

#### Declaration – (original signature and date required)

I verify I have seen the person detailed above presenting for vetting and have attached a copy of their identification documents as indicated in Section 3 (score must be at least 100). I confirm the Parent Consent Form is attached (if the applicant is under eighteen years of age).

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Club:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

### Section 3 – Identification Documents

The person signing Section 2 must indicate the ID documents and the copies attached that have been used to verify the identity of the applicant (tick all boxes that apply; score MUST be at least 100). **Please note we require Proof of current address, such as a utility bill, bank statement, correspondence (dated within the last 6 months) AND photographic ID**

#### For applicants over eighteen years of age -

Identification	Score	Tick
Irish driving licence or learner permit (can be used a photographic ID only)	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 2 years)		
• Confirming name and address	35	
P60, P45 or Pay-slip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (less than 6 months old; mobile phone bills are not acceptable)	35	

Identification	Score	Tick
Medical/National Service Card (Public Services Card not accepted)	25	
• Above 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 cards:		
• 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	
Recent arrival in Ireland (< 6 weeks)		
• Passport	100	
Vetting Subject is unable to achieve 100 points Affidavit witnessed by a Commissioner for Oaths	100	

#### For applicants under eighteen years of age

Identification	Score	Tick
Birth certificate	100	
Passport	100	
Written statement by a the Principal confirming attendance at educational institution on a letter head of that institution	100	

### Section 4 – Checklist for applicants

- All fields fully completed in Section 1
- Identification documents have been copied (score must be at least 100)
- Parental Consent Form has been completed where applicant is under 18 years of age
- Section 2 completed by specified person confirming the Parental Consent Form (where relevant) and copies of the identification documents are attached

This form will be returned to the applicant if it is incorrect or incomplete. For all queries and guidance about vetting please email the Liaison Person at [vetting@athleticsireland.ie](mailto:vetting@athleticsireland.ie)

**When completed please return all documents together in an envelope marked 'Private and Confidential' to: The Liaison Person, Athletics Ireland, 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9.**

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## **Athletics Ireland**

Unit 19, Northwood, Court Northwood  
Business Campus, Santry, Dublin 9, Ireland

[childwelfare@athleticsireland.ie](mailto:childwelfare@athleticsireland.ie)  
[www.athleticsireland.ie](http://www.athleticsireland.ie)  
[@irishathletics](https://www.instagram.com/irishathletics)

