



**Treaty United FC**

**Child Protection & Safeguarding Policy**

## **Introduction**

The promotion of a child centred environment goes hand in hand with identifying and eliminating practices that impact negatively on the safe and enjoyable participation of children in sport. Treaty United FC like any other organisation that includes young people among its members, is vulnerable to the occurrence of child abuse. This possibility should be openly acknowledged and addressed in its formal policies and procedures. An environment in which awareness of what constitutes abusive behaviour and a willingness to tackle the issue head on is most likely to achieve effective implementation of child protection measures. It is only by discussing and agreeing procedures and best practice that all Sports Leaders can be assured that they are providing the safest and most enjoyable experiences for sport for young people and for themselves.

Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the organisation. Each club and organisation must accept this as part of their responsibility and duty to care for young people.

Research has shown that most abuse in childhood takes place at home and that sporting organisations are not, less likely or more likely, to cause or harbour abuse than any other aspect of society; but abuse of children is not specific to any one organisation or location, so adults need to be aware of its existence. The prevention and detection of child abuse depends on the collaborative effort of everyone concerned.

### **The following factors are central to effective child protection in sport:**

- **Acceptance** by all involved with young people that abuse, whether physical, psychological or sexual is wrong, severely damages children and must be confronted.
- **Awareness** of the behavioural and physical indicators of various forms of abuse.
- **Knowledge** of the appropriate response and action to be taken where abuse is revealed or suspected.
- **Vigilance** and avoidance of all situations conducive to risk.
- **Open**, trusting and co-operative relationships within the club/organisation, and with parents/guardians and others concerned with children's progress or welfare.

- **Willingness** to co-operate with Statutory Authorities (police authorities, health boards or social services), in relation to sharing information about child protection concerns at any time.
- The following guidelines are taken from the Code of the Ethics and Good Practice for Children's Sport and are based on Children First National Guidance for the Protection and Welfare of Children and F.A.I. Child Protection Guidelines.

## **Child Protection Policy**

The purpose of Treaty United's Child Protection Policy is to ensure that all necessary steps are taken to protect from harm those children and young people who participate in the clubs activities at all levels.

The policy establishes Treaty United's position, role and responsibilities and together with the Procedures Guidelines clarifies what is expected from all leaders and individuals involved in the Club. It clearly highlights the importance placed by Treaty United FC on the protection of children and young people.

Every child and young person who plays football at Treaty United FC should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in the Club.

Treaty United FC recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying.

Clear practices and procedures will ensure that everyone knows exactly what is expected of them in relation to the protection of children and young people involved in the club.

The key principles underpinning this Policy are that:

- The child's welfare is, and must always be, the paramount consideration.

- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Working in partnership with children and young people and their parents/carers is essential. Under Children First guidelines we have a statutory responsibility to ensure the welfare of children and young people. Treaty United FC is committed to working together with the Tusla, the Irish Sports Council and the FAI in accordance with their procedures and guidelines.

### **Principals:**

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

#### **1. Safe Environment**

The safety and welfare of Children and Vulnerable Persons is of paramount importance and they must feel safe in their surroundings. Unhealthy competitive demands should not be placed too early as this could result in excessive levels of pressure and as a consequence, high levels of dropout from the sport. Those working with Children and Vulnerable Persons should be suitable for their positions, i.e. all should be Garda vetted and should be aware of the principles of Children First Act (2015) and the requirements of the Policy. Administrators should ensure proper procedures are put in place to ensure our Children and Vulnerable Persons can participate in a safe manner and that concerns regarding their welfare are correctly and speedily handled.

#### **2. The Needs of the Child and Vulnerable Person**

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

### **3. Integrity and Respect**

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

### **4. Equality**

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

### **5. Fair Play**

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

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

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

The requirements include:

- Keep Children safe from Harm while they are using the service

- Carry out a Risk Assessment to identify whether a Child could be harmed whilst receiving your services
- Develop a Child Safeguarding Statement that outlines the policies and procedures which are in place to manage the risks that have been identified
- Appoint a Relevant Person to be the first point of contact in respect of the Organisation's Child Safeguarding Statement.

## **Risk Assessment**

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

The Risk Assessment process is intended to enable Treaty United 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

## **Child Safeguarding Statement**

This is a written statement that specifies the Relevant Service being provided and the principles and procedures to be observed in order to ensure, as far as practicable, that a Child availing of the service is safe from Harm.

1. The statement must include both the written Risk Assessment and the procedures that are in place to;
  - Manage any risk identified
  - Investigate an allegation against any volunteer or staff member about any act, omission or circumstance in respect of a Child availing of the service
  - Select and recruit volunteers and staff who are suitable to work with Children
  - Provide information and training to volunteers and staff on Child protection and safeguarding issues
  - Enable volunteers or staff members, whether Mandated Persons or otherwise, to make a report to Tusla in accordance with the Act or any guidelines issued by the Minister for Children and Youth Affairs

- Maintain a list of persons in the Organisation who are Mandated Persons under the Act
  - Appoint a Relevant Person in the Organisation for the purposes of the Act.
2. The Child Safeguarding Statement should provide an overview of the measures that the Club/League has put in place to ensure that Children are protected from Harm
  3. It may also refer to more detailed policies which can be made available on request
  4. The Club/League must circulate the Child Safeguarding Statement to all volunteers and employees.
  5. The Club/League must also display the Child Safeguarding Statement publicly and make it available to parents and guardians, Tusla and members of the public upon request. This may be done by displaying it on the Club/League website.
  6. The Child Safeguarding Statement must be reviewed every two years, or sooner if there has been a material change in any of the issues to which it refers to. A sample of a Child Safeguarding Statement can be found on the FAI website at <https://www.fai.ie/domestic/safeguarding/documents>. A copy of The Football Association of Ireland's Child Safeguarding Statement can also be found on the FAI website at <https://www.fai.ie/domestic/safeguarding/documents>

The Relevant Person for Treaty United will be under the roles and responsibilities of the Children's Officer.

### **Mandated Persons**

The Children First Act 2015 places a legal obligation on certain people, many of whom are professionals, to report Child protection concerns at or above a defined threshold to Tusla - Child and Family Agency. These Mandated Persons must also assist Tusla, on request, in its assessment of Child protection concerns about Children who have been the subject of a mandated report.

### **Child Welfare and Safeguarding Roles**

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

### **Club Children's Officer**

The appointment of a Club/League Children's Officer is an essential element in the creation of a quality atmosphere in any club. They act as a resource to members with regard to Children's issues and also ensure that Children have a voice in the running of the club and can freely talk about their experiences. The Children's Officer should be a member of or have access to, the Club/League Management Committee. To undertake the role of Children's Officer, the individual must have completed the Safeguarding 1, 2 & 3 courses.

### **Treaty United's Children's Officer roles and responsibilities are:**

- Be familiar with the FAI Child Welfare and Safeguarding policy, Complaints and Disciplinary procedures, Social Media Policy and any other relevant guidelines
- Implement Child centred policies and procedures within club
- Ensure safe recruitment procedures are in place
- Have completed the Risk Assessment and Child Safeguarding Statement
- Promotion of Child Safeguarding Statement and be the first point of call for it
- Host regular information meetings and get parental involvement
- Ensure that Club members are adequately trained and adhere to the Child Welfare and Safeguarding Policy
- Ensure that there are accurate and up to date records of coaches and volunteers training and Garda Vetting Clearance
- Monitor movement and drop out of players and volunteers.
- Handle any complaints received regarding poor practise.
- Make contact with League, Affiliate and National roles.
- In addition to the functions outlined above, all Affiliate League Children's Officers should ensure that all affiliated clubs with members under the age of eighteen have at least one Club Children's Officer appointed, that the club has completed a Risk Assessment and have a Child Safeguarding Statement in place. The League Children's Officer should also maintain a database with all of this information, along with training records of all the Club's Children's Officers which should be forwarded to the Football Association of Ireland's Child Welfare and Safeguarding Manager on an annual basis.



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

### **Designated Liaison Person**

Treaty United Designated Liaison Person in line with national guidelines is the Chairperson, who will be responsible for dealing with any concerns about the protection of Children. The Designated Liaison Person is responsible for reporting allegations or suspicions of Child abuse to Tusla and/or An Garda Síochána. Support and advice is available from the Football Association of Ireland's Child Welfare and Safeguarding Manager, who is also the Mandated Person. To undertake the role of Designated Liaison Person, the individual must have completed the Safeguarding 1 and Safeguarding 3 course. Treaty United will make the name and contact details of the Designated Liaison Person available to all staff and volunteers working within the Organisation. The vice chairperson is a Deputy Liaison Person who will fulfil the role when the Designated Liaison Person is not available.

### **Treaty United's Designated Liaison Person Roles and Responsibilities are:**

- Have knowledge of the Code of Ethics, and statutory requirements
- Have a knowledge of categories and indicators of abuse
- Be familiar with and able to carry out reporting procedures using the correct forms
- Communicate with parents and/or agencies as appropriate
- Assist with the ongoing development and implementation of Child protection training needs
- Liaise with the League Officers and FAI Child Welfare and Safeguarding Manager in relation to Child protection training needs.
- Be aware of local contacts and services in relation to Child protection, i.e. principal and duty social workers and their contacts.
- To inform duty social 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.
- Reporting poor practise to their relevant governing body having ensured that any concerns regarding Child protection issues have been reported to the relevant Statutory Authority.

- Advise Administrators on issues of confidentiality, record keeping and data protection.

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

Child Abuse

### **Reasonable grounds for concerns**

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

It is not necessary for the individual to prove that abuse has occurred to report a concern to Tusla. All that is required is that the individual have reasonable grounds for concerns. It is Tusla's role to assess concerns that are reported to it. Reasonable grounds for a Child protection or welfare concern include:

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

### **What is Child Abuse?**

Child Abuse can be categorised into four main types: **neglect, emotional abuse, physical abuse and sexual abuse**. Other forms of abuse include **bullying**. A Child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting.

The abuser may be someone known to the Child or a stranger, and can be an adult or another Child. In a situation where abuse is alleged to have been carried out by another

Child, you should consider it a Child welfare and protection issue for both Children and you should follow Child protection procedures for both the victim and the alleged abuser.

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

The definitions of neglect and abuse presented in this section are not legal definitions nor are they exhaustive. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

## **Neglect**

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

(b) The following are features of Child Neglect: Children being left alone without adequate care and supervision

- Malnourishment, lacking food, unsuitable food or erratic feeding
- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the Child's age
- Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
- Failure to provide adequate care for the Child's medical and developmental needs, including intellectual stimulation

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

## **Emotional Abuse**

(a) Emotional abuse is the systematic emotional or psychological ill-treatment of a Child as part of the overall relationship between a caregiver and a Child. Abuse occurs when

a Child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver.

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

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

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

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

## **Physical Abuse**

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

(b) Physical abuse can include the following:

- Beating, slapping, hitting or kicking
- Pushing, shaking or throwing
- Pinching, biting, choking or hair-pulling

- Use of excessive force in handling
- Suffocation
- Physical punishment
- Fabricated/induced illness
- Female genital mutilation
- Deliberate poisoning

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

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

## **Sexual Abuse**

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

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

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

(d) Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a Child

- An invitation to sexual touching or intentional touching or molesting of a Child's body whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a Child or the involvement of a Child in an act of masturbation
- Sexual intercourse with a Child, whether oral, vaginal or anal
- Sexual exploitation of a Child, which includes: Inviting, inducing or coercing a Child to engage in prostitution or the production of Child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means]
- Inviting, coercing or inducing a Child to participate in, or to observe, any sexual, indecent or obscene act
- Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
- Exposing a Child to inappropriate or abusive material through information and communication technology
- Consensual sexual activity involving an adult and an underage person

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

(f) In relation to Child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as Child sexual abuse.

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

### **(a) Bullying**

- Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating, and occurs mainly among Children in social environments such as schools. It

includes behaviours such as physical aggression, cyberbullying, damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity and religious factors. With developments in modern technology, Children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices.

- While bullying can happen to any Child, some may be more vulnerable. These include: Children with disabilities or special educational needs; those from ethnic minority and migrant groups; from the Traveller community; lesbian, gay, bisexual or transgender (LGBT) Children and those perceived to be LGBT; and Children of minority religious faiths.
- There can be an increased vulnerability to bullying among Children with special educational needs. This is particularly so among those who do not understand social cues and/or have difficulty communicating. Some Children with complex needs may lack understanding of social situations and therefore trust everyone implicitly. Such Children may be more vulnerable because they do not have the same social skills or capacity as others to recognise and defend themselves against bullying behaviour.

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

### **(b) Cyber, text and social media bullying**

Cyber bullying can involve unwanted text messages, phone calls, video chats/recordings or web posts being used to threaten abuse or harm someone. It is similar to physical or verbal bullying, but it uses technology instead. Cyber bullying, like all bullying, is difficult for the victim. It can be hard to prove and difficult to get the courage to report it. Text bullying or harassment can be texts that frighten, insult, threaten or make the recipient feel uncomfortable. Email, social networks like Facebook/Twitter and phone calls can be used to harass in the same way.

Treaty United's Social Media provides guidance on the appropriate use of social media.

### **(c) Safeguarding Vulnerable Persons**

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

### **Vulnerable Children**

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

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

### **Recognising Child Abuse**

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

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

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

#### **(b) Stage 1: Considering the possibility**

The possibility of Child abuse should be considered if a Child appears to have suffered a suspicious injury for which no reasonable explanation can be offered. It should also be considered if the Child seems distressed without obvious reason or displays persistent



or new behavioural problems. The possibility of Child abuse should also be considered if the Child displays unusual or fearful responses to parents/carers.

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

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

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

- Disclosure of abuse and neglect by a Child or Young Person;
- Age-inappropriate or abnormal sexual play, language or knowledge;
- Specific injuries or patterns of injuries;
- Absconding from home or a care situation;
- Self-harm;
- Attempted suicide;
- Underage pregnancy or sexually transmitted disease;
- Signs in one or more categories at the same time may together indicate a pattern of abuse.
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Most signs of abuse are non-specific and must be considered in the Child's social and family context with the aid of professionals. Football clubs are often the places where appropriate trusting relationships with adults outside the family or formal education sector are developed. However, it can also provide opportunities for adults to target and groom a Child or Young Person through their role as a volunteer or paid employee. Grooming can be seen as the process by which an individual manipulates those around them – particularly, but not exclusively, the Child – to provide opportunities to abuse and reduce the likelihood of being reported or discovered.

### **d) Stage 3: Recording and reporting of information**

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

### **(e) Points to remember**

- The severity of a sign does not necessarily equate with the severity of the abuse. Severe and potentially fatal injuries are not always visible.
- Emotional and/or psychological abuse tends to be cumulative and effects may only be observable in the longer term.
- Neglect is as potentially fatal as physical abuse. It can cause delayed physical, psychological and emotional development, chronic ill-health and significant long-term
- damage. It may also precede, or co-exist with other forms of abuse and must be acted upon.
- Child abuse is not restricted to any socio-economic group, gender or culture. All signs must be considered in the wider social and family context.
- It is sometimes difficult to distinguish between indicators of Child abuse and other adversities suffered by Children and families. The advice of professionals should always be sought.

### **Distinguishing between 'Child abuse' and 'Poor Practice'**

(a) Concerns identified as child abuse will fall within the following categories: Physical Abuse

- Neglect
- Sexual Abuse
- Emotional Abuse
- Bullying

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

### **Coach**

- Giving preferential treatment to individuals and unfairly rejecting others (e.g. singling out and only focusing on the talented children and failing to involve the full squad).
- Giving preference to winning games over Children's development, participation and satisfaction.

- Encouraging Children to play while injured.
- Using inappropriate language, gestures or comments to motivate Children or provoke a reaction.
- Using inappropriate language, gestures or comments with other coaches or parents
- Delivering a coaching session alone, without another responsible adult present.
- Coaching alone when their own child is part of the team.
- Entering the field of play as a coach/manager when their own child is involved in an on-field incident.

### **Parent/Guardian**

- Placing too much pressure on their Child to perform to a high standard and win games.
- Criticising their Child's performances instead of highlighting the positives of their game and where improvements were made.
- Failing to ensure that their Child is appropriately dressed for weather conditions.
- Making derogatory comments about their Child, or another Child during a game or training session.
- Failing to bring their Child to training on time, or collect them promptly at the end of the session.

### **Supporters**

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

### **The Club**

- Failing to implement FAI Rules on the protection and welfare of Children and Vulnerable Persons, the FAI Child Welfare and Safeguarding Policy and other supporting documents.
- Placing undue pressure on a coach or team of Children to win games or competitions.

- Allowing poor practice to go unreported (e.g. a coach who ridicules and criticises Children who make a mistake during training or a match).
- Failing to create an environment that encourages player development and enjoyment over winning games and trophies.
- Failing to provide appropriate safeguarding education for their coaches and members.
- Not having procedures in place to ensure a parent does not coach their child's team alone and to ensure that they do not enter the field of play as the coach or manager when their own child is involved in an on-field incident.

### **General**

- Shouting at or ridiculing Children when they make a mistake. Children should be given the opportunity to learn from their mistakes and develop.
- When insufficient care is taken to avoid injuries (e.g. by excessive training or inappropriate training for the age, maturity, experience and ability of players).
- Allowing Children to use inappropriate language unchallenged.
- Placing Children, Young People or Vulnerable Persons in potentially compromising and uncomfortable situations with adults (e.g. changing in a 1:1 situation with a coach).
- Ignoring health and safety guidelines (e.g. allowing Children or Vulnerable Persons to set up goal posts unsupervised by adults).
- Failing to adhere to the Club's codes of practice.

### **REPORTING PROCEDURES**

Treaty United shall treat all concerns reported under the Policy in a serious manner and in line with the following principles.

- Members of the club who have reasonable grounds for concerns that a Child or Vulnerable Person may have been, is being, or is at risk of being abused or neglected are advised, to immediately inform the relevant Designated Liaison Person of Treaty United. If this is not possible the FAI Child Welfare and Safeguarding Manager should be informed. The priority in all cases is the safety and wellbeing of the Child. The Statutory Authorities should also be advised where appropriate and all necessary steps taken to protect the Child.
- The Designated Liaison Person should record all concerns or allegations brought to his or her attention.
- If, the Designated Liaison Person decided not to report a concern to Tusla, the following steps should be taken;

1. The reasons for not reporting should be recorded
  2. Any actions taken as a result of the concern should be recorded
  3. The employee/volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla.
  4. The employee /volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Siochana.
- If there are concerns about a Child but the Designated Liaison Person is unsure if it should be reported to Tusla, it may be useful to contact Tusla to informally discuss the concern. This provides an opportunity to discuss the query in general and to decide whether a formal report of the concern to Tusla is appropriate at this stage.
  - In the event of an emergency where a Child is believed to be in immediate danger and Tusla cannot be contacted then the Gardaí should be contacted.
  - In cases where there is deemed to be a serious risk to Children the Designated Liaison Person may issue a temporary Stand Down Order in line with the Policy.
  - Reports can be made to Tusla in person, by telephone or in writing - including by email- to the local duty service in the area where the Child lives. Detail can be found on the Tusla website ([www.tusla.ie](http://www.tusla.ie))
  - To help Tusla staff assess the reasonable concern, they need all relevant information. Observations should be accurately recorded and should include dates, times, names, locations, context and any other information that may be relevant. **It is not the role of the Designated Liaison Person to investigate the circumstances of an allegation of abuse prior to informing the Statutory Authorities.** It should be ensured that all relevant information is recorded and provided to the Statutory Authorities.
  - Parents/carers of a Child who is a suspected victim of abuse should be advised that a report is being made unless doing so is likely to endanger the Child.
  - Reports received anonymously should be taken seriously and relevant enquiries made to establish if there is any substance to the complaint. The welfare of the Child is a priority in all cases.
  - Children who are being abused may hint that they are being harmed and sometimes make disclosures. Disclosures should always be believed and reported to the relevant Designated Liaison Person without delay.
  - Any request to keep information anonymous cannot be guaranteed.

## Missing Children

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

**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.

**How Reports shall be managed**

(a) Once a report is received it shall be reviewed by the relevant Designated Liaison Person. The Designated Liaison Person shall determine if an enquiry is required and the nature and extent of enquiries and/or reports to be made to the relevant Authorities following the above information.

(b) If the report is not reported to the relevant Authorities but the Designated Liaison Person feels a breach of this Policy has occurred then the matter may be delegated to the Club Children's Officer in line with the Concerns\Complaint Policy 2018.

(c) Any enquiry is not to proceed if a Statutory Investigation is under way. Once any Statutory Investigation is completed then the Designated Liaison Person shall follow the above step.

(d) It is a matter for the Designated Liaison Person and Children's Officer to determine if a report falls under the remit of the Policy.

(e) Any report made directly to the FAI Child Welfare and Safeguarding Manager shall be assessed and if deemed more appropriate it shall be remitted to the Designated Club Children's Officer of the Affiliated Member for consideration as per FAI Concern \ Complaint Policy 2018.

(f) If a report is made to the FAI Child Welfare and Safeguarding Manager and it meets the thresholds for abuse for a Mandated Person to report, as a Mandated Person, the FAI Child Welfare and Safeguarding Manager will complete a mandated report and submit it to Tusla.

### **False/Malicious Allegations**

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

### **Stand Down Orders**

A Stand Down Order may be issued to an individual directly by the FAI itself or by Treaty United FC. A Stand Down Order is an order made for the immediate protection and safeguarding of Children and Vulnerable Persons and is not a determination of wrongdoing by any individual. Stand Down Orders may be issued in a number of circumstances including but not limited to the following:

a) Any person who is the subject of a complaint or inquiry by a Statutory Authority in relation to any Child welfare or Vulnerable Person concern shall be issued with a Stand Down Order from all football activities. This order shall be issued by the Child Welfare and Safeguarding Manager of the FAI or the Designated Liaison Person of Treaty United FC, pending the outcome of any inquiry and any subsequent internal disciplinary proceedings. Terms of a Stand Down Order must be complied with.

(b) Treaty United shall immediately notify the FAI of any Stand Down Order issued.

(c) The FAI may also issue a Stand Down Order in circumstances where concerns are raised with the FAI outside of a Statutory Authority investigation. Treaty United FC may also issue a Stand Down Order in these circumstances, however the issuance of such order must be notified to the FAI Child Welfare and Safeguarding Manager immediately.

(d) Stand Down Orders shall be issued, managed and lifted in accordance with FAI Child Welfare and Safeguarding Policy.

(e) Any person wishing to continue to engage within football who is the subject of a vetting disclosure, which in the opinion of Treaty United FC committee or the FAI Child Welfare and Safeguarding Manager deems them unsuitable to work with Children or Vulnerable Persons, shall be issued with an immediate Stand Down Order.

(f) Where it is determined that urgent action is required for any reason an immediate Stand Down Order shall be issued by the FAI Child Welfare and Safeguarding Manager or Treaty United FC. A written explanation as to why such order was issued must be included when notifying the FAI Child Welfare and Safeguarding Manager.

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

Where a Stand Down Order has been issued directly by Treaty United FC, the club must

Immediately inform the FAI Child Welfare and Safeguarding Manager to determine if such a stand down should be applied to all FAI football related activity. The notification must include a written explanation as to why the Stand Down Order was issued.

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

## **Disciplinary Procedure**

## **Appeals Procedure**



## **Garda Vetting**

Treaty United is an affiliate member of the FAI through which all garda vetting will be processed. 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. The FAI will then furnish this statement to Treaty United FC for each person vetted. 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.

### Treaty United Garda 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 Treaty United shall be Garda Vetted. It is the responsibility of the Treaty United FC 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 Treaty United FC 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 the Club, 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 Club 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.

### **Vetting Application Process:**

The relevant application forms can be found on the website [www.fai.ie/domestic/safeguarding/garda-vetting](http://www.fai.ie/domestic/safeguarding/garda-vetting). If the applicant is between the ages 16-17 the NVB3 Parent/Guardian form will also need to be completed and attached to the application form. When the applicant has obtained the relevant application form the below steps should be followed. Please note all forms received must be dated within 5 months of submission or they will be returned to the applicant. Incomplete forms or forms with errors on them will also be returned and may delay applications.

### **Step 1**

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

### **Step 2**

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

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

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

specified information to the Relevant Organisation. A copy of the vetting disclosure will be made available to the applicants on request.

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

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

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

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

A decision regarding an individual's receipt of the completed vetting application letter will be assessed. This decision is made at the sole discretion of the FAI Child Welfare and Safeguarding Committee as a sporting body which determines the suitability of its own members, employees and independent contractors to work with Children and Vulnerable Persons. All cases are treated individually and confidentially and are assessed as per the requirements of the post/role and the work that it entails. Disclosures which are of a serious nature may deem a person unsuitable to work with Children or Vulnerable Persons in the FAI.

Applicants will be given an opportunity to comment on any disclosures before any decision is made to ensure fairness and transparency at all times. In some cases, it may be necessary to meet and interview the applicant before a decision is made.

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

If an applicant is currently engaged within football due to a previous completed Garda vetting application, and if following a vetting application is subsequently deemed unsuitable to work with Children or Vulnerable Persons, they may also be issued with

an immediate Stand Down Order in accordance with the Policy. The FAI shall advise all relevant football bodies who are known to be associated with the applicant of the outcome of any negative vetting application.

### **Step 5 – Review**

Unsuccessful applicants will be afforded an opportunity for a negative decision made against them to be reviewed by the Legal and Corporate Affairs Committee. The applicant will be invited to make any written submissions to support their position. In some situations, it may be necessary to meet and interview the applicant if the Legal and Corporate Affairs Committee deems this appropriate in any given case. This is a review process conducted at the sole discretion of the Legal and Corporate Affairs Committee and they shall determine what further information they may require for any particular review. Decisions made by the Legal and Corporate Affairs Committee regarding vetting applications are final and not subject to appeal.

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

(b) In the case of rejection of an applicant the Legal and Corporate Affairs Committee may also issue an automatic ban from membership of the FAI where vetting disclosures deem it necessary for the protection of Children, Young People or Vulnerable Persons.

### **Vetting Enquiries**

The FAI shall keep a secure central database of all vetting applications in accordance with data protection legislation for the duration of the individual's Garda vetting application clearance. Vetting information shall be passed to Affiliated Members seeking information on applicants where the applicant has indicated their consent to such information being disclosed. Treaty United FC **shall not** engage any person to work with Children or Vulnerable Persons without such information being provided either by way of production of a letter confirming the vetting status of an individual or an enquiry being made to the FAI with the consent of the individual concerned.

### **Length of Vetting Status**

An individual's criminal record may change at any time hence the importance of general practices being put into place around safe recruitment, references and safe practices in working with Children and Vulnerable Persons. The current recommended vetting period is every 3 years. Notwithstanding this if any person has a concern that an

individual should be re-vetted at an earlier interval this should be requested. Additionally, if the individual's role changes within the Organisation they should complete a new Garda vetting application.

## **Convictions**

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

If any individual does not comply with providing the Child Welfare and Safeguarding Committee or the Child Welfare and Safeguarding Manager, with any additional information that is requested, then a letter will be issued to the individual informing them that the process has now ended and the application will not proceed.

## **Recruitment Policy**

Treaty UTD 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.

All coaches/volunteers subject to Garda clearance.

All appointments are subject to approval and ratification by the board of Treaty UTD.

All coaches, managers and volunteers will be subject to a sign up procedure in which they undertake to abide by Treaty UTD / FAI rules, codes of conduct and good practice.

(Appropriate confidentiality will be maintained in regard to all application and reference forms)

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



***Confidential***

**TREATY UTD VOLUNTEER APPLICATION FORM**

**PERSONAL DETAILS:**

**Name:**

**Address:**

**Telephone No:**

**Email Address:**

**Mobile No:**

Note: All volunteers are subject to Garda clearance

**Volunteering Areas of Interest:**

**Please indicate which of the advertised volunteer roles you are interested in?**

**Please give details of your most recent work experience (you may also enclose a cv):**

--

<b>Period From-To</b>	<b>Name &amp; Address of Employer</b>	<b>Position Held &amp; Summary of Duties:</b>

**Education & Training:**

**Any relevant qualifications or courses completed:**



**Availability:**

**When would you be free to do voluntary work at Treaty UTD?**

General Information

**What are your hobbies/interests/spare time activities?**

**What do you hope to gain from the volunteering experience?**

--

**Referees:**

<b>Employer – Period (From-To)</b>	<b>1st Referee:</b>	<b>2nd Referee:</b>
<b>Name:</b>		
<b>Address:</b>		
<b>Occupation:</b>		
<b>Telephone no:</b>		

**Please read the following carefully**

If I am accepted as a volunteer at Treaty UTD I recognise that:

- a) It is important to maintain confidentiality and discretion in relation to players and coaches of the club.
- b) It is essential to notify Treaty UTD as early as possible if unable to attend on a particular day
- c) All volunteers are accepted for a minimum two months trial period after which their placement will be reviewed.

Signature:

Date:

**Please return completed form to: [treatyunitedfc@gmail.com](mailto:treatyunitedfc@gmail.com)**

## **Safeguarding Training**

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

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

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

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

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

- The course must be completed by all Children Officers.

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

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



### **Code of Best Practice for Administrators**

Organisation Name: Treaty United Football Club

Administrators Name:

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

As a Treaty United Administrator I agree to abide by the best practice guidelines below:

- An Administrator must appreciate that football is an important part of the community at large and accordingly must take into account community feelings when making decisions.
- An Administrator must emphasise that the Association is opposed to discrimination of any form and promote whatever measures are necessary to prevent discrimination, either direct or indirect from infiltrating the game.
- When called upon to represent the game in the wider community an Administrator should seek to promote a positive view of the game.
- Administrators are there to firstly serve the interests of the game and not their own self-interests or any particular sectional interest.
- Administrators must be constantly mindful of the best interests of the game in the decisions they make.
- The appropriate Administrators must ensure that monies spent in the name of the game and in the pursuit of the interests and objectives of the game are monies well spent.
- All monies spent must be fully accounted for within the game.
- Administrators must carry on the business of the game in a seemly and orderly fashion.
- Meetings must be carried on in a cordial and business-like manner through the chair.
- An Administrator must abide by the standing orders regulating the conduct of meetings.
- It is the duty of the appropriate Administrator to ensure that a complete and accurate set of minutes is available in respect of all meetings held in the name of the game.
- An Administrator must recognise the sense of ownership felt by those who participate at all levels in the game including players, mentors, those who help out in many different ways, those who officiate as well as supporters.
- An Administrator must acknowledge that public confidence demands the highest standards of financial and administrative propriety within the game and accordingly shall not tolerate corruption or improper practices of any kind at any time.
- An Administrator must seek to foster and uphold a relationship of trust and respect between all involved in the game.
- An Administrator must abhor and reject the use of violence of any nature by anyone involved in the game.
- An Administrator must be committed to fairness in dealing with all involved in the game.
- An Administrator must set a positive example for others particularly players, supporters and mentors.

- An Administrator must promote and develop the game of association football, having particular regard to the interest of players, supporters, mentors and the reputation of the game in Ireland.
- An Administrator must share knowledge and experience when invited to do so, taking into account the interests of the body that has requested these rather than personal or sectional interests.
- An Administrator must show due respect to others involved in the game.
- An Administrator must avoid all forms of inappropriate behaviour and must be seen to challenge the use of inappropriate behaviour within the game.
- An Administrator must refrain from making contributions to the media which are likely to lead to unfair criticism of other people within the game.
- An Administrator must refrain from making contributions to the media which are likely to portray the game unfairly, incompletely or inaccurately.
- Administrators must safeguard the confidentiality of information imparted to them in the exercise of their functions.
- Administrators should promote adherence to the Code of Practice by those within the game with whom they come into contact.

Signature of Administrator:

Date:

Signature of Club Chairman/ Children's Officer:

Date:



### Players Code of Conduct

Organisation Name:

Treaty United Football Club

Player's Name: \_\_\_\_\_

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

As a Treaty United Player I agree to abide by the best practice guidelines below:

- A Player must make every honest effort to develop their sporting ability, to include fitness, skill, technique and tactical ability.
- A Player must strive to set a positive example for younger players and supporters.
- A Player should safeguard the physical fitness of opponents, avoid violence and rough play, and where possible help injured opponents.
- A Player must give maximum effort and strive for the best possible performance during each game.
- A Player must avoid all forms of gamesmanship, and time wasting.
- A Player must refrain from using inappropriate language particularly to referees/officials and other players during games.
- A Player must make every effort consistent with fair play and the laws of the game to help their own team win.
- A Player must resist any influence which might, or might be seen to, bring into question their commitment to the team winning.
- A Player should know and abide by the laws, rules of the game and of any given competition, both in fact and in spirit.
- A Player should accept victory and defeat with equanimity.
- A player must resist any temptation to consume or otherwise imbibe any banned substances.
- A Player must treat opponents with respect at all times, irrespective of the outcome of any game.
- A Player must demonstrate due respect towards match officials.
- A Player must accept the decisions of the match officials without protest.
- A Player must avoid words or actions which may mislead a match official.
- A Player must abide by the lawful instructions and directions of mentors and team officials.
- A Player must act towards the mentors and officials of the opposing side in a respectful manner.
- A Player must demonstrate due regard for the interest of supporters.
- A Player must not act or speak so as to incite or encourage supporters to act in a manner that may endanger the safety of anyone attending or participating in the game.
- A Player should not either directly or indirectly place a bet on the outcome of any game in which he is involved.
- A Player must always have regard to the best interests of the game when publicly expressing an opinion on the game or on others involved in the game.

- In making public comments on a particular fixture or on the game in general a Player must be mindful of upholding and promoting the good name of the game and others involved in it in the wider community.

Signature of Player:

Date:

Signature of Club Chairman/ Children's Officer:

Date:



**Parents code of conduct**



**Coaches/Mentors code of conduct**



Organisation Name: Treaty United Football Club

Manager/ Coach/ Anxillary Staff Name:

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

As a Treaty United Mentor I agree to abide by the best practice guidelines below:

- A Mentor must respect the rights, dignity and worth of each person and treat each equally within the context of the sport.
- A Mentor must not subscribe to the ethos of “win at all costs”.
- A Mentor must place the health, well-being and safety of each player above all other considerations.
- A Mentor must abide by the rules of the game.
- A Mentor must strive to develop an appropriate working relationship with each player based on mutual trust and respect.
- A Mentor must have particular regard for the code when working with young players in the game.
- A Mentor must not exert undue influence to obtain personal benefit or reward.
- A Mentor must guide players to accept responsibility for their own behaviour and performance.
- A Mentor must ensure that the activities and strategies they direct and advocate are appropriate for the age, maturity, experience and ability of players involved.
- A Mentor must at the outset of each season, clarify with the players (and where the players are under the age of 18, their parents) exactly what is expected of them and also what they are entitled to expect from the Mentor.
- A Mentor must cooperate with specialists within the game e.g. other coaches, officials, sport scientists, doctors, and physiotherapists etc. in the best interest of players.
- A Mentor must honour the terms of the agreement with his/her club and shall eschew any interest in alternative employment within the game whilst under contract, save insofar as such interest enjoys the consent of that club.
- A Mentor must not act or speak (directly or indirectly) so as to induce a mentor or an employee of any other club to breach the terms of their agreement with that other club.
- A Mentor must be conversant with the laws of the game and the rules of any competition in which a team under his/her stewardship is participating.

- A Mentor must exercise authority and control over the players under his/her stewardship particularly whilst on the field of play and with regard to the decisions of match officials.
- A Mentor must observe the highest standards of integrity and fair dealing.
- A Mentor must always promote a positive approach to the game e.g. fair play, honest endeavour and genuine teamwork.
- A Mentor must not encourage or condone violations of the laws of the game, behaviour contrary to the spirit of the game, or the use of questionable strategies or tactics.
- A Mentor must not encourage or condone the use of prohibited substances.
- A Mentor must consistently display high standards of behaviour and comment.
- A Mentor must not use or tolerate the use of inappropriate language.
- A Mentor must demonstrate due respect towards match officials.
- A Mentor must accept the decisions of the match officials.
- In making public comments on a particular fixture or on the game in general a mentor must be mindful of upholding and promoting the good name of the game and others involved in it the wider community.

Signature of Coach/Mentor:

Date:

### **Treaty United FC Equality Policy**

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Treaty United FC (called the club hereinafter) is equally accessible to all. The club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by, anyone who wants to participate in it. Our commitment is to encourage equal opportunities, and confront and eliminate discrimination by reason of:

- Gender
- Sexual orientation
- Marital status
- 'Race', nationality
- Ethnic origin
- Colour, religion or belief
- Ability or disability

This policy is fully supported by the club officers who are responsible for the implementation of this policy. The club, in all its activities, will not discriminate, or in any way treat anyone less favourably, on the grounds of gender, sexual orientation, marital status, 'race', nationality, ethnic origin, colour, religion or belief, ability or disability.

This means that the club will ensure that it treats people fairly and with respect and that it will provide access and opportunity where possible for all members of the community to take part in and enjoy, its activities.

The club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanctions applicable is regarded as discrimination. This includes sexual or racial harassment or other discriminatory behaviour, whether physical or verbal. The club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The club is committed to taking decisive action where inequalities exist, and to the development of a programme of ongoing training and awareness-raising events and activities in order to promote the eradication of discrimination and promote equality in football. The club is committed to a policy of equal treatment of all members and requires all members to abide by and adhere to the policies and the requirements of the relevant legislation:

- Equal Status Acts, 2000-2008
- Employment Equality Acts, 1998-2004
- Prohibition of Incitement to Hatred Act, 1989
- Any amendments to these acts and any new legislation

The club commits itself to the immediate investigation of any claims, when it is brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate. (Further information on the FAI Anti-Discrimination Rule can be found in the FAI rule book).

## **Spectator's Code of Conduct**

You are very welcome to Treaty United FC we hope you enjoy your visit and the game you have come to see. We ask you to abide by our spectators code of conduct during your visit.

- Remember that children play organised sports for their own enjoyment. They are not there to entertain you.
- Be on your best behaviour. Do not use profane language or harass, physically or verbally, players, managers, coaches, referees or assistant referees.
- Applaud all good play by your own team and the other team.
- Show respect for your team's opponents. Without them, there would be no game.
- Never ridicule or scold a child for making a mistake during a game.
- Condemn the use of violence and verbal abuse.
- Respect the Referee and Assistant Referees' decisions. Remember they are only human with the same feelings as you and, like you, sometimes make an honest error.
- Encourage players always to play according to the Laws of the Game.
- Read the Laws of the Game to better understand what you are looking at, and commenting on.

## **Treaty United General Guidelines for interaction between adults and children**

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

- All adults involved in football have an important role to play in promoting good practice. Their first priority has to be the Children's welfare, safety and enjoyment of the game.
- Adults should be aware of the emotional, physical and personal needs of Children and should ensure that Children are treated with integrity and respect.
- The trust implicit in adult Child relationships in sport places a duty of care on all adults, voluntary or professional to safeguard the health, safety and welfare of the Child while engaged in football.
- Adults have a crucial leadership role to play and contribute to the creation of a positive sporting environment for Children. This allows the Child to develop and express themselves in an open and secure way.
- The principles of this Policy should always be emphasised in football and Children should be given clear guidelines regarding acceptable standards of behaviour.

- The importance of participation for each Child, best effort and enjoyment rather than winning should be stressed. All Children should be valued and treated in an equitable and fair manner and every Child, irrespective of ability, should be involved in football in an integrated and inclusive way where possible.
- In particular all adult-Child relationships in football should be:
  1. open, positive and encouraging;
  2. defined by a mutually agreed set of goals and commitments;
  3. respectful of the creativity and autonomy of Children;
  4. carried out in a context where Children are protected and where their rights are promoted;
  5. free from any abuse or any threat of such abuse;
  6. respectful of the needs and developmental stage of the Child;
  7. aimed at the promotion of enjoyment and individual progress;
  8. in accordance with FAI policies and codes;
  9. respectful but not unquestioning of authority;
  10. aware that Children with disabilities or additional needs may be more vulnerable.

### **General Supervision of Children**

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

In particular the following should be adhered to;

- Ensure adequate Adult: Child ratios.
- There should be at least one adult of each gender with mixed parties.
- Children should be supervised at all times.
- Adults should avoid being left alone with Children. Clearly state times for start and finish of training and/or competitions. If late collections occur, participants should remain in pairs until all players have left.
- If a coach/manager needs to talk separately to a player this should be done in an open environment, in view of others.
- Respect the privacy of Children while changing, coaches/managers may only need to enter changing rooms where the Participants are very young or require

special assistance. When necessary, Participants should supervise in pairs or seek assistance, it is the safety and welfare of the Participants that is of paramount importance.

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

### **Transport of Children**

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

- If a private arrangement is made between parents/guardians they should be aware that there are extra responsibilities placed on persons who transport players to events.

## **Overnight and Away Trips**

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

The following general guidelines should be followed:

- Trips away should be covered within Treaty United's Risk Assessment and Child Safeguarding Statement
- All adults who travel on away trips with Children should be carefully chosen and appropriately vetted.
- Written permission of parents/guardians shall be required for all overnight trips. Parents/Guardians should complete the Parent/Guardian Medical Consent Form as attached in Appendix 7 disclosing any medical conditions or special needs of their Child/Children.
- A meeting with parents and Participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details. Ground rules and behavioural expectations can also be discussed.
- Participants should sign a behaviour agreement.
- Any group socialisation should take place in communal areas (i.e. no group gatherings in bedrooms at all).
- Alcoholic drink, smoking and other illegal substances/activities shall be forbidden and adults are expected to act as appropriate role models in this respect.
- Lights out times should be enforced.
- The roles and responsibilities of adults participating in away trips should be clearly defined.
- The organising body should appoint a team manager/head of delegation for all away trips having overall responsibility for the Children's wellbeing, behaviour and sleeping arrangements. Children should be informed at the outset to whom they can report any concerns they might have and shall be clearly encouraged to tell anybody if they should have a concern.

- On away trips, coaches should be accountable to the appointed team manager/head of delegation in all non-performance related matters.
- Where there are mixed teams there should be at least one female in the management/coaching structure.
- The team manager/head of delegation should submit a report as soon as possible after the trip recording any incidents/accidents or simply recording that no incidents arose.
- Adults should never share a room with a Child. Where the presence of an adult is absolutely necessary due to accommodation arrangements this should be agreed with parents/guardians in advance and arrangements made to ensure there should be an agreed number of children in the room with the adult.
- If Children are sharing rooms, it should be with those of the same age and sex, this should be agreed with parents/guardians in advance and should be strictly supervised
- Adults should respect Children's privacy and knock before entering rooms.
- Adults should avoid being alone with one Child. If talking separately, do so in an open environment, in view of others.
- Best practice is to ensure two coaches are on site for each team. Adequate Child ratios should always be maintained (this can depend on the ages of the Children, the nature of the activity involved or any special needs of the group) Sport Ireland provide a general guidance of 1:8 for under 12 years of ages and 1:10 for over 12 years of age. Ensure at least one adult of each gender with mixed parties and that there is adequate supervision at all times.
- Ensure that there is adequate insurance cover for the trip and that any incidents are correctly reported.
- Parents/Guardians should be informed as soon as possible if their Child suffers any significant injury, accident or becomes unwell.

### **Changing facilities**

- Where possible Children should have sole use of changing facilities and all efforts should be made to try and secure separate facilities for Children. As many Children are self-conscious about changing in front of others it may become more suitable to ask Children to change at home before and after activities. A common-sense approach should be adopted as to what the parents/guardians may prefer.
- Where facilities are being used by Children proper supervision is required and careful consideration should be given to who should be supervising.



- Those persons should be suitable for such supervision, being vetted and recruited in line with the safe procedures outlined in this Policy.
- Adults in such 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 supervise at any time and supervisors are of the same gender as the Children involved.
- Contact between other adults and Children should be avoided by careful timing of the changing facilities and adequate notices being put in place. Where mixed changing facilities with adults and Children are unavoidable proper adult supervision is even more important.
- Parents may be of valuable assistance but should also be suitable 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

### **Accidents/Incidents**

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

### **Incident Form**

### **Insurance**

- Appropriate Insurance must be in place to cover organised activities and programmes undertaken with Children or otherwise.
- Away trips must be included in such cover and your insurance company must 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.

### **Insurance Company Details**

O'Driscoll O'Neil DAC

17 Herbert Place, Dublin 2

### **Disciplinary 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 aggravating 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 recognise the impact that bullying can have in the lives of young people. Therefore all coaches/managers/volunteers/players/parents have a part to play in ensuring that nobody at Treaty United 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/the Treaty United Committee or the Child Protection 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 at Treaty United.

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

Key Actions for all Treaty United members:

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

Key message for all underage members of Treaty United:

- Remember bullying continues only when we all stay silent

Responding to Bullying at Treaty United

- Treaty United will deal with incidents as they arise;
- Offer immediate support to any victim. Reassure them that it is not their fault.
- Ensure we are absolutely certain about the known facts;
- Confront the person who is alleged to be in breach of the club code of conduct with the allegations;
- Make it clear that the behaviour is unacceptable;
- 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.

### **Use of photographic and Filming Equipment Policy**

### **Data protection policy**

### **Useful contacts:**

Please send queries to [treatyunitedfc@gmail.com](mailto:treatyunitedfc@gmail.com)