



Volunteer Welcome Note & Induction Pack

A chara,

I would like to extend a warm welcome of appreciation for your offer to volunteer at Bearn na Forbacha Aontaithe.

Our club is founded on the following guiding principles :

- **Chun barr feabhais a chothú/ In pursuit of excellence**
- **Ní neart go cur le chéile/ There's no strength without unity**
- **Give respect, get respect**

Our club has grown from strength to strength since inception in 1996. We now have over 500 members drawn from the parishes of Bearn, Na Forbacha, An Spidéal, Indreabhán, Maigh Cuilinn and their environs. 60% of our membership is male, 40% is female. We are a Gaeltacht community-based club that has the Irish language and culture at its core.

Our growth is testament to the positive contribution of our volunteers who have advanced our club with their generosity of spirit & their time and commitment to the club & it's stakeholders. The contribution of both players and volunteers cannot be underestimated. We recognise our volunteers & our players are our most valuable assets, central to our club's success & development. We seek to foster a culture of positive volunteerism across our club founded on collective values of integrity, and mutual respect to all club stakeholders across all roles, genders, backgrounds and abilities.

We ask our volunteers new and old to partner with us in upholding these shared values.

Safeguarding Requirements :

Please find attached our volunteer recruitment policy, it clarifies our club's **mandatory** child safeguarding requirements of all of our volunteers & we would ask you to read it.

In summary we require our volunteers :

- To be Garda Vetted through the FAI to volunteer with our club (see Appendix 2 of policy)
- Attend an informal screening meeting with the child welfare team. (Conducted concurrently with the Garda Vetting documentation review meeting (see App. 2 of policy)
- Complete a Safeguarding 1 course with a sporting body under the Sports Ireland umbrella e.g. : FAI, GAA. (see Appendix 2 of policy)
- Set up a volunteer profile on the secure club volunteer platform "Complyfile" & provide details of two referees. (see Appendix 2)

1/3



August '22



Garda Vetting :

Please find attached two Garda Vetting Forms for completion by you :

- Form NVB 1 can be completed in full by you. Please remember to tick all requisite boxes, sign & date as indicated.
- FAI GardaVettingIdValidationForm : Please complete Section 1 of this form and obtain photocopies of recent evidence of your address and forms of Id. (Please refer to page 3 for a comprehensive list of acceptable ID formats & the allocated points for each, ID types must meet the 100 point allocation as cited)
- Once forms are completed & requisite documentation gathered & photocopied, I shall need to meet with you to verify that your photocopies match your originals to sign off & authorise your vetting application. Thereafter I shall advise you as to next steps for you to upload your application to the FAI vetting division for processing.

Safeguarding 1 Training :

- Safeguarding Training informs volunteers of the current safeguarding legislation, child welfare best practice and statutory reporting requirements of all volunteers on an ongoing basis.
- You are required to complete a Safeguarding 1 course with a sporting body under the Sports Ireland umbrella e.g. : FAI, GAA. (see Appendix 2 of policy) These courses are valid for 3 years from course date, after 3 years a Refresher must be undertaken and after a further 3 years the original Safeguarding 1 module must be completed again to bring all volunteers up to date on latest child welfare & safeguarding legislation & volunteer safeguarding & reporting responsibilities.
- These courses are typically of 2 - 3 hour duration, currently delivered online by a number of organisations. They cost €10 - €20 and the club shall reimburse this cost to you.
- If you have already completed such a course with any Sports Ireland Sporting body in Ireland within the last 3 years, please furnish the certificate to me for club records. If you have not completed this training please advise & I shall send you on details of forthcoming courses.

Volunteer Profile on Complyfile (club secure volunteer platform)

- We require you to set up a volunteer profile on the secure club volunteer platform "Complyfile" . Please advise what email address you would like to set up your profile under and I shall email you next steps to setting this up. Set up takes just 5 mins, profile is stored securely & accessible only by the volunteer and myself & 2 other system administrators.





I have also attached a volunteer induction pack, it includes the following key policy documents & the vetting forms cited above which we require you to review:

1. Club Child Safeguarding Statement
2. Volunteer Recruitment Policy
3. FAI vetting forms : Form NVB1 & FAI Verification of ID form
4. Reporting Policy, Forms & Contacts for any Complaint or Child Welfare concern
5. Coaches code of conduct
6. Players code of conduct
7. Parents code of conduct
8. Club Equality & Inclusion Policy
9. Coaches & Player Development Plan
10. Club Social Media Policy
11. Club Health & Safety Policy

Looking forward to hearing from you at your earliest convenience regarding the above. Once you have completed your vetting forms & collated documentation please email me your availability to meet so I can authorise your documentation & view your original documentation.

Le dea ghuí,

Avril Lydon
Club Children's Officer
Bearna Na Forbacha Aontaithe





Bearn na Forbacha Aontaithe
 Borna Feofo United FC
 (Clubs for special needs & children)



Bearn na Forbacha Aontaithe Child Safeguarding Statement

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

Bearn Na Forbacha Aontaithe is an amateur Gaeltacht Soccer Club operating in the Connemara Gaeltacht & providing sporting activities and opportunities for children and young people through participation in soccer. The Club offers sporting activities to children and young people from the age of the age of 6 years. The Club recruits over 60 volunteers with over 530 participants. It is committed to safeguarding the interests of children & vulnerable adults. Working under the guidance of our Safeguarding Policies and Procedures & our club Codes of Conduct, our staff, both volunteers and employed working with our children and young people, throughout the Association, seek to create a safe and fun environment for children and young people to participate in their sport. We require our coaches, players, parents & visitors to adhere to our safeguarding and club code of conduct requirements at all times.

Principles to Safeguard Children from Harm :


This statement recognises that in accordance with legislation and the requirements of FAI Rulebook, FAI Child Welfare and Safeguarding policy, other FAI policies and procedures that the welfare and interests of children & vulnerable adults are paramount in all circumstances.

The Club was founded & operates on these core principles:

- the needs of the Child, integrity and respect, environment, equality, fair play, welfare, and safety in football. These principles underpin our rules, policies, and procedures to ensure that when children & vulnerable adults participate in our activities, they do so in a safe and enjoyable environment.

Risk Assessment :

In preparing this statement Bearn an Forbacha Aontaithe have completed a Risk Assessment of the potential risk of harm to children when they are participating in any of our games and attending our activities. The risks were reviewed under the following headings: Club and Coaching Practices; Complaints & Discipline; Reporting Procedures; Use of Facilities; Recruitment; Communications; and General Risk of Harm. The Risk Assessment was undertaken on 21st June 2021 & reviewed again on 14th March 2022. The table below lists the area of Risk identified and the list of procedures and policies for managing these risks.




Risk Identified	Procedures/Policies in place	QR Code shortcut
Risk of harm including assault, ill treatment, or neglect of a child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare or sexual abuse of child	<ul style="list-style-type: none"> • FAI Child Welfare and Safeguarding policy • FAI Concern-Complaint policy • FAI Rulebook • Club volunteer recruitment policy • Mandatory Safeguarding training requirements • Club Concern – Complaint Policy • Coach Education Policy • Club Codes of Conduct • Social Media Policy • Club Travel Away Policy 	1.FAI Child Welfare & Safeguarding Policy 



We have committed to the
Sport Inclusion Disability Charter
 Visit www.caracentre.ie for more information



Berna na Forbacha Aontaithe Child Safeguarding Statement

<p>Risk of harm of abuse when hosting an activity and or an away trip</p>	<ul style="list-style-type: none"> • FAI Child Welfare and Safeguarding policy • FAI Concern-Complaint policy • Safeguarding training • Club volunteer recruitment policy • Mandatory Safeguarding training requirements • Club Concern – Complaint Policy • Coach Education Policy • Club Codes of Conduct • Social Media Policy • Club Travel Away Policy 	<p>2. FAI Concern-Complaint Policy</p> 
<p>Risk of harm of online abuse through social media</p>	<ul style="list-style-type: none"> • FAI Child Welfare and Safeguarding policy • FAI Social Media policy • Club volunteer recruitment policy • Mandatory Safeguarding training requirements • Club Concern – Complaint Policy • Coach Education Policy • Club Codes of Conduct • Social Media Policy • Club Travel Away Policy 	<p>3. FAI Social Media Policy</p> 
<p>Bullying of a child</p>	<ul style="list-style-type: none"> • FAI Child Welfare and Safeguarding policy • FAI Concern-Complaint policy • FAI Social Media policy • Club volunteer recruitment policy • Mandatory Safeguarding training requirements • Club Concern – Complaint Policy • Coach Education Policy • Club Codes of Conduct • Social Media Policy • Club Travel Away Policy 	<p>4. FAI Rulebook</p> 



Bearn na Forbacha Aontaithe
 Borna Feoibí United FC
(Our lives - our priorities - our choice)



Bearn na Forbacha Aontaithe Child Safeguarding Statement

This Bearn na Forbacha Aontaithe's Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance for the Protection and Welfare of Children (2017), and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice).

Bearn na Forbacha Aontaithe has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities.
- Procedures for the safe recruitment and selection of staff and volunteers to work with children in our activities.
- Procedures for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities.
- Procedures for maintaining a list of the persons in the relevant service who are mandated.
- Procedure for appointing a relevant person.
- Code of conduct adherence required of all players/coaches/parents/visitors

All procedures/policies listed are available on our club website www.sacarbnaf.com:
 FAI Policies and the FAI Rulebook are available on www.fai.ie/domestic

The Mandated person for Bearn Na Forbacha Aontaithe is Kirsten Parkes of the FAI.
The Designated Liaison Person in the Club is Aengus Byrne : chairman.bnaf@gmail.com
The Club Children's Officer is Avril Lydon : childrensofficer.bnaf@gmail.com

Bearn na Forbacha Aontaithe recognises that implementation is an ongoing process. Our Club is committed to the implementation of this Child Safeguarding Statement and the accompanying child welfare and safeguarding policies and procedures that support our intention to keep children safe from harm while participating in our activities. This Child Safeguarding Statement will be reviewed on 21st June 2023 or as soon as practicable after there has been material change in any matter to which the statement refers.

This statement has been published on the Club's website; www.sacarbnaf.com and displayed in a prominent place in our community dressing rooms at na Forbacha.

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

Signed: _____ Date: 14ú Márta 2022

Aengus Byrne

Niall O'Ruanaigh

Club Chairman & DLP

Club Secretary

For further information on this Child Safeguarding Statement, please **contact Club Designated Liaison Person : Aengus Byrne (DLP) chairman.bnaf@gmail.com**

Or **Club Children's Officer** : Avril Lydon : childrensofficer.bnaf@gmail.com

Or **Club Secretary** :Niall O'Ruanaigh on : 087 2482639



We have committed to the
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Volunteer Recruitment Policy

This policy has been drafted & agreed by the Club Executive of Bearn na Forbacha Aontaithe to set out the requirements & process for selection and recruitment of volunteers at Bearn na Forbacha Aontaithe. It also outlines the role and responsibilities of club volunteers and the Executive in ensuring adherence to club and statutory child welfare & safeguarding standards in sport.

This policy is subject to annual review and may be updated at any juncture between each review in accordance with revisions in safeguarding legislation and best practice guidance.

At Bearn na Forbacha Aontaithe our club is founded on the following guiding principles :

- ***Chun barr feabhais a chothú/ In pursuit of excellence***
- ***Ní neart go cur le chéile/ There's no strength without unity***
- ***Give respect, get respect***

Our club has grown from strength to strength since inception in 1996. We now have over 500 members drawn from the parishes of Bearn, Na Forbacha, An Spidéal, Indreabhán, Maigh Cuilinn and their environs. 68% of our membership is male, 32% is female. We are a Gaeltacht community-based club that has the Irish language and culture at its core.

Our growth is testament to the positive contribution of our volunteers who have advanced our club with their generosity of spirit & their time and commitment to the club & it's stakeholders. The contribution of both players and volunteers cannot be underestimated. We recognise our volunteers & our players are our most valuable assets, central to our club's success & development. We seek to foster a culture of positive volunteerism across our club founded on collective values of integrity, and mutual respect to all club stakeholders across all roles, genders, backgrounds and abilities.

We ask our volunteers new and old to partner with us in upholding these shared values.



Volunteer Recruitment Policy

Who are our volunteers :

Our volunteers* can be split into three categories :

- **Club Executive Volunteers** : These volunteers comprise our Chairperson, Secretary, Treasurer, Directors & other Officers elected annually at the Club AGM. These parties meet regularly to plan and set strategic & operational goals relating to the administration of the club. Their responsibilities extend inter alia, to club policy making, facilities management, coach appointments, financial reporting, fundraising and child welfare. All members of the Club Executive are required to comply in full with the safeguarding requirements cited on page 3 of this document.
- **Club Coaches** : This is our largest cohort of volunteers. These volunteers coach our players from underage academy level through to our adult team. Their responsibilities pertain to delivering training sessions, organising matches, communicating with players and their guardians and accompanying players to matches and tournaments. They represent our club in the community. All Club Coaches are required to comply in full with the safeguarding requirements cited on page 3 of this document.
- **Other volunteers** : This category relates to non-Executive volunteers who provide valuable administrative support to our club in a voluntary capacity such as through club promotions including but not limited to maintaining the club website, social media platforms & developing fundraising initiatives. Any volunteers in this category who interact with underage club players or vulnerable persons either in person or through any social or media contact whatsoever are required to comply in full with the safeguarding requirements cited on page 3 of this document. All volunteers in this category are requested to register with the child welfare team who shall advise as to the applicable safeguarding requirements.

****See Appendix 1 for full details of volunteers role & responsibilities.***



Volunteer Recruitment Policy

Safeguarding Legislation & Club Safeguarding Policy :

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

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

We acknowledge the significant role of our volunteers in providing an enjoyable and safe environment in which Children and Vulnerable Persons can play, learn and thrive within football. Our volunteers' efforts are valued and appreciated and the full adoption and application of this Policy by everyone in our club will help ensure the promotion of happy, healthy and successful experiences for all.

The following legislation/guidance documents underpin our recruitment protocols and requirements :

- Children First Act 2015
- UN Convention on the Rights of the Child (ratified in 1992 by Ireland)
- FAI rules & Child Welfare & Safeguarding Policy
- Sport Ireland 'Governance Code For Sport'

All Volunteers with Bearn na Forbacha are required to comply in full with the following requirements (Ref. Page 2 of this document for volunteer details) :

- 1. Be Garda Vetted through the FAI to volunteer with our club (see Appendix 2)**
- 2. Attend an informal screening meeting with the child welfare team. This is conducted concurrently with the Garda Vetting documentation review meeting (see Appendix 2)**
- 3. Complete a Safeguarding 1 course with a sporting body under the Sports Ireland umbrella e.g. : FAI, GAA. (see Appendix 2)**
- 4. Set up a volunteer profile on the secure club volunteer platform & provide details of two referees. (see Appendix 2)**



Volunteer Recruitment Policy

FAQs :

- 1. I am an Executive Member with no coaching responsibilities or contact with underage players. Must I be vetted and undertake safeguarding training?**

The FAI has advised us that it represents good governance and safeguarding practice that Executive Members should adhere to the safeguarding standards set out above. As an FAI affiliated club, the Club Executive has decided that all Executive Members must be vetted & undertake safeguarding training in accordance with good practice and must set up a profile on Complyfile. This approach is based on the fact that Executive members make key decisions regarding the administration of the club, including child welfare matters, facilities development and management, coach recruitment, delivery of training to coaches and players. As such the Executive members must demonstrate ethical leadership as they set & model the safeguarding standards expected from other volunteers.

- 2. I am a coach who is garda vetted with another club do I have to be vetted with Bearna na Forbacha Aontaithe?**

At this time, there is no central vetting database for volunteers across sporting clubs in Ireland. Every coach must be garda vetted through the FAI to volunteer with Bearna na Forbacha Aontaithe. Our child welfare volunteers will assist you with this process.

- 3. I am not the main coach and do not coach every week, I only coach when the main team coach is unavailable?**

Every coach and volunteer who assists a coach in any capacity must be garda vetted through the FAI to volunteer with Bearna na Forbacha Aontaithe. Our child welfare volunteers will assist you with this process.

- 4. I am not a regular team coach, I only assist the main coach at matches?**

Every coach and volunteer who assists a coach in any capacity must be garda vetted through the FAI to volunteer with Bearna na Forbacha Aontaithe. Our child welfare volunteers will assist you with this process.



Volunteer Recruitment Policy

5. I am Garda Vetted through the FAI with the club, why must I do Safeguarding Training?

The Garda Vetting Process is essentially a criminal record check. It is a look back at the volunteer's historic criminal record up to the date of the vetting check. Safeguarding Training informs volunteers of the current safeguarding legislation, child welfare best practice and statutory reporting requirements of all volunteers on an ongoing basis.

6. I am a volunteer who provides administrative support to the club. I have no direct contact with players. Must I be garda vetted?

The Club Executive has decided that all 'administrative volunteers' who interact with underage club players or vulnerable persons either in person or through any social or media contact whatsoever are required to comply in full with the safeguarding requirements cited on page 3 of this document.. We require all volunteers who provide administrative support to the club to register with the child welfare team who shall advise & assist with any applicable safeguarding requirements..

7. I am a coach who has undertaken Safeguarding Training with the GAA, must I undertake Safeguarding Training with Bearn na Forbacha Aontaithe also?

*At time of writing, Safeguarding 1 Training is valid from 3yrs from date of course. Thereafter a Refresher course must be undertaken which is valid for 3 yrs also. It is not necessary to undertake SG1 Training once again if you have already done so with a sporting body under the Sports Ireland umbrella. You are required however to furnish your latest Safeguarding Certificate to us for club records. ***Note : In the case of Refresher certificates, you must furnish your original SG1 certificate with the Refresher certificate.****

8. I am restricted in the time I can give to the vetting and safeguarding process, how long does each process take?

We appreciate your time commitment to the club and our child welfare volunteers will support you to complete the vetting & safeguarding requirements in an efficient manner. The process from form completion by you, through to uploading your application to the FAI portal typically takes 30 - 40 minutes.

The FAI will issue a vetting link to the applicant approx 2 weeks thereafter which takes about 10 minutes to complete. Following that all being well the FAI will issue the applicant with their Garda Vetting Acceptance Letter. This process must be undertaken every 3 years. (See Appendix 2 for full process)



Volunteer Recruitment Policy

Safeguarding 1 Courses are approx. 2 hours duration & once complete are valid for 3 years. After 3 years a Refresher course is required, Refresher courses take 1 hr 30 mins approx. to complete and can be completed through an online link. Refresher courses are valid for 3 yrs, thereafter Safeguarding 1 must be completed once more.

9. I was Garda vetted & undertook Safeguarding Training with the club 3 years ago. Why must I go through the process again?

Garda vetting is a historic/look back at an applicant's criminal record up to the date of the vetting request. It is a current requirement of all FAI affiliated clubs that this vetting check be undertaken every 3 years. Bearn na Forbacha Aontaithe recognises this as best practice & is committed to ensuring all volunteers adhere to this requirement.

Safeguarding Training informs volunteers of the current safeguarding legislation, child welfare best practice and statutory reporting requirements of all volunteers on an ongoing basis. It is a current requirement of all FAI affiliated clubs that this safeguarding training be undertaken by the respective club's volunteers every 3 years. Bearn na Forbacha Aontaithe recognises this best practice & is committed to ensuring all volunteers adhere to this requirement.

10. I have completed Garda Vetting & Safeguarding Training, why must I also set up a profile on the club's Complyfile database?

As an FAI affiliated club, Bearn na Forbacha Aontaithe must retain details of it's volunteers, their coaching, vetting & safeguarding status. To assist in managing the significant administration involved in conducting our safeguarding responsibilities, the club has invested financially in the cloud based compliance platform called Complyfile. The Complyfile platform enables each volunteer to set up a profile & store their vetting and safeguarding documents securely. This data is secure and confidential, accessible only by the volunteer & the club Administrators.



Volunteer Recruitment Policy

11. Who can I nominate as referees on my Complyfile profile and why must I given references for a voluntary role if I am already being Garda Vetted?

Please provide details of 2 referees, these parties should not be personally related to you (either through birth or marriage) and ensure you have asked for, and received, their prior permission for us to contact them by email/phone, and that they're willing to act as a character reference for you.

The FAI advises that garda vetting is not a substitute for safe recruitment but provides another element in determining a person's suitability to work with children. 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.



Volunteer Recruitment Policy

APPENDIX 1 :

CLUB & VOLUNTEER ROLE & RESPONSIBILITIES :

It is most important that the Club Executive and volunteers are aware of their responsibilities to each other :

The Club's responsibilities to its volunteers are as follows :

The Club Executive & delegate coaches shall :

- Inform volunteers about the club, its ethos, policies, and procedures.
- Advise the applicant volunteer of the role requirements, tasks, time commitment required & supports/resources available to them.
- Welcome new volunteers through an induction process covering : presenting equipment & related storage facilities, introduction to other coaches and advising of access times to facilities.
- Treat volunteers & players with respect.
- Endeavour to assign a suitable role for the volunteer that matches their skillset
- Provide ongoing training opportunities to develop coaching skills
- Provide an outline role description.
- Encourage feedback from volunteers.
- Provide recognition through expressions of appreciation.
- Share best practice guidance and direction.
- Volunteer retention is of high importance to the club. The Club Executive shall engage in regular communication with volunteers to ensure they are enjoying the challenge and to ascertain any areas of difficulty & supports that may be required.



Volunteer Recruitment Policy

APPENDIX 1 :

CLUB & VOLUNTEER ROLE & RESPONSIBILITIES :

The volunteer's responsibilities to the club are :

- Respecting and adhering to club policies and procedures
- Treating volunteers & players with equal respect.
- Reporting any child welfare matters to the Club's Designated Liaison person.
- Being prompt and reliable in reporting for scheduled tasks, training, or games.
- Keeping note of the hours they have committed to the club.
- Notifying the relevant person(s) as early as possible if they are unable to work as scheduled.
- Attending induction and training sessions that have been organized by the club.
- Being considerate and working as a member of the team.
- Carrying out assignments in good spirit and seeking assistance where necessary.
- Accepting the right of the club to dismiss any volunteer for poor performance/attendance.
- Declining tasks, that are not acceptable to them.
- Maintaining an open mind about other people's standards and values.
- Communicating personal limitations such as time constraints and transportation needs.
- Providing feedback, suggestions, and recommendations to the relevant committee.
- Giving notice if they cannot continue in their volunteer position.



Volunteer Recruitment Policy

APPENDIX 2 :

OUTLINE OF GARDA VETTING, SAFEGUARDING & COMPLYFILE PROCESSES :

Garda Vetting Process :

- To be garda vetted to volunteer with our club, the volunteer must complete the requisite forms & furnish supporting documentation to our child welfare team.
- Currently, forms NVB1 & FAI Garda Vetting Invitation Forms must be completed by parties over 18. ***Under 18s must complete these forms and submit an additional Parent/Guardian consent form.*** These forms can be obtained from the Governance section of our club website or by contacting the child welfare team directly.
- The applicant is required to return completed forms together with two acceptable forms of ID (from the permitted list cited on the forms e.g. : passport & driving licence) & up to date evidence of address. Completed Forms & supporting documents must be emailed back to the club child welfare officer for review.
- The child welfare officer will review the documentation and meet with the applicant volunteer to verify original documents.
- During this meeting, the club child welfare officers will discuss the volunteer's motivation for volunteering with the club, their experience to date and areas they would like to develop going forward.
- Once satisfied, the child welfare officer will sign the documentation and return them to the applicant with instructions for uploading to the FAI digital application portal.
- Approx. 2 weeks after application submission, the applicant will be issued with an email vetting link **from the FAI** and a request to submit details of addresses from birth, including related eircodes. Applicants are reminded to monitor their inbox, spam and junk folders for receipt of this link.
The FAI link has an expiry date, the vetting link must be completed as soon as possible upon receipt
- The FAI will communicate with the applicant only, therefore the applicant is requested to update the club's child welfare team on the progressing of their application.
- All being well, the FAI will in turn issue a Garda Vetting Acceptance Letter to the applicant approx. 2 weeks after addresses have been submitted.
- The applicant volunteer must furnish their Garda Vetting Acceptance Letter to the club Child Welfare Officer for review & upload to Complyfile.
- The club Child Welfare Officer will note the applicants Vetting Reference Number and Expiry date.
- At this time, Garda Vetting Acceptance Letters are valid for 3 years from date of issue. A new vetting request must be completed thereafter.



Volunteer Recruitment Policy

APPENDIX 2 :

OUTLINE OF GARDA VETTING, SAFEGUARDING & COMPLYFILE PROCESSES :

Safeguarding Courses :

- Safeguarding 1 courses are required to be completed by all volunteers with Sports Ireland affiliated clubs. Courses are delivered by various organisations such as : FAI, GAA, Galway Sports Partnership.
- **Volunteers who are under 18 are required to submit a Parental Consent form to the course provider in advance of attendance at such courses.** This form can be obtained from the Governance section of the club website or by contacting the club's child welfare officer.
- Course duration is approx. 2 hours
- The club will reimburse course fee (approx. €10)
- Upon course completion the applicant will receive a Safeguarding Certificate featuring a unique safeguarding number. This certificate must be furnished to the club child welfare officer for noting and upload to Complyfile.
- **Bearn na Forbacha Aontaithe will accept safeguarding certificates that are in date & have been issued by any sporting body under the Sports Ireland umbrella.**
- Safeguarding training must be undertaken every 3 years. Safeguarding 1 certificates are valid for 3 yrs from course date. Thereafter the volunteer must complete Refresher Safeguarding Training, which is valid for a further 3 years. Following 3 yrs from Refresher course attendance, the volunteer must complete Safeguarding 1 once more.
- Note : Refresher Safeguarding course certificates must be accompanied by an original Safeguarding 1 certificate to be considered valid.

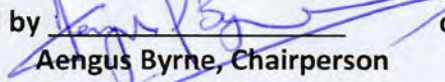
Complyfile profile :

- Complyfile is a secure cloud based platform used by the club to maintain volunteer records,
- To set up a profile the volunteer must contact the child welfare team detailing which email address they wish to assign to their profile.
- Child welfare will then issue an email invitation to the applicant. The invitation is system generated showing donotreply@complyfile.com as the sender. **It is important to check inbox, spam and junk folders for receipt of same.**
- Upon receipt applicant must click on link and follow prompts to set up their profile. This should take 5 minutes.
- Applicants will be required to submit details of two referees as part of this process.
- The club will independently contact these named referees for a character reference for the volunteer. **The volunteer does not need to ask their referee to provide a written reference in advance, the club child welfare team will contact them directly for same.**



Volunteer Recruitment Policy

This policy was ratified by club Executive Members on 13th May 2021

Agreed & signed by  on 13th May 2021
Aengus Byrne, Chairperson

for and on behalf of the Club Executive of Bearn na Forbacha Aontaithe



Garda Vetting ID Validation Form

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

FAI Proof of Identification for Garda Vetting

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

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

FORM WILL BE RETURNED IF INCOMPLETE

Identification Details (to be verified by an Authorised Person)

Full Name: _____

Current Address: _____

Date of Birth: _____

Email: _____ Phone No: _____

Club: Bearna na Forbacha Aontaithe

League: Galway District League

National Body and/or Provincial Association: FAI

Section 2 [to be signed by an Authorised Person]

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

Name: _____

Signed: _____

Role [See section 3]: _____

Club [if applicable]: Bearna na Forbacha Aontaithe

League [if applicable]: Galway District League

National Body [if applicable]: FAI

Provincial Association [if applicable]: Galway FA

childwelfare@fai.ie

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



Garda Vetting ID Validation Form

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

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

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

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

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

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

Section 4- Identification:

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

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

Please note the following:

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

childwelfare@fai.ie

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

A List of Acceptable Documents (100 points Minimum required)

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

childwelfare@fai.ie

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



Guidelines for completing Vetting Invitation Form (NVB 1)

Please read the following guidelines before completing this form.

Miscellaneous:

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

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

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

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

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

Personal Details:

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

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

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

Please allow one digit per box for you contact number.

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

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

Role Being Vetted For:

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

Name of Organisation:

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

Declaration of Application:

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

Terms of Use

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

Terms & Conditions

The FAI is registered in the register of relevant Organisations with the Garda Central Vetting Unit for the purposes of Garda vetting. Garda vetting is a process which involves an individual giving consent for An Garda Síochána to furnish the FAI with a statement that there are no convictions recorded in the Republic of Ireland or elsewhere or a statement of all convictions and / or prosecutions, successful or not, pending or completed in the State or elsewhere as the case may be. Garda vetting **must** be completed **prior** to the commencement of any position for those who will be working with Children and/or Vulnerable Persons in any capacity. This is a **Statutory requirement under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016**. The Act creates **offences** and **penalties** for persons who fail to comply with its provisions. **Garda vetting** is **not** a substitute for **safe recruitment** but provides another element in determining a person's suitability to work with Children or Vulnerable Persons.

The FAI recommends that Affiliated Members **do not** solely rely upon vetting checks but should also seek to determine an individual's suitability for a position through normal recruitment processes including interviews and reference checks.

FAI Vetting Obligations

- (a) All those engaging with persons **under the age of 18** and **Vulnerable Persons** shall be Garda Vetted.
- (b) All Children's Officers, Designated Liaison Person, Chairpersons and Secretaries of each Affiliated Member involved with teams that are competing in any age group up to and including Under 18's and Vulnerable Persons shall be Garda Vetted.
- (c) All coaches or those involved with the management of any team that are competing in any age group up to and including Under 18 or have Vulnerable Persons on their team shall be Garda Vetted
- (d) Any other person working or volunteering with Children or Vulnerable Persons in any capacity on behalf of the FAI or an Affiliated Member shall be Garda Vetted. It is the responsibility of the football body concerned to determine the persons within their organisation who this applies to subject to the relevant legislation and guidelines.
- (e) **Failure** to ensure that persons are vetted in accordance with the Policy, FAI Rules and/or legislation may result in **disciplinary action** against the individual and/or Affiliated Member and may also constitute a **legal offence** under relevant legislation.
- (f) Affiliated Members **shall not** accept confirmation of the Garda vetting status of any individual **prior** to confirmation being received by the individual from the FAI that the Garda vetting of the individual is in order, which the individual will receive in the form of written correspondence. It is the responsibility of each Club, League and Provincial Association who engage individuals to ensure that they have received a copy of a completed vetting application letter issued by the FAI from the individual. **No letter other than that issued by the FAI can be accepted.**

Vetting Applications

- (a) The FAI shall provide a Garda vetting service to all Members in line with the Service Level Agreement. Applications for vetting may be made by contacting the Children's Officer of the relevant football body or the person responsible for the vetting application with the relevant football body or directly through the FAI.
- (b) The FAI shall be solely responsible for the approval of all vetting applications and final determination on disclosures provided by the National Vetting Bureau in accordance with the Policy.
- (c) All persons shall complete their vetting application in good faith and shall ensure all information provided is accurate, complete and up to date. **Providing false or incorrect information also carries penalties and is detailed clearly within the National Vetting Bureau Act 2012 to 2016**
- (d) All matters disclosed as part of the Garda vetting application shall remain confidential to FAI authorised personnel, the applicant, the Child Welfare and Safeguarding Committee Members and Statutory Authorities and stored in line with General Data Protection Regulations. However, approvals and rejections shall be notified to all relevant football personnel in accordance with the Policy.



Coach/Mentor Code of Conduct :

We recognise our club Coaches/Mentors are critical to the establishment of good practices in football & we value their contribution greatly. Their attitude to the game directly informs & influences the attitude of the players under their supervision. This code of conduct has been drafted & agreed by the Club Executive & Football Committee of Bearn na Forbacha Aontaithe to set out an agreed standard and expectation of behaviour of all coaches/mentors involved in training players at all levels at our club. It has been drafted in reference to the FAI Club Management Guide (3rd Edition), Sports Ireland Governance Code for Sport (2021), in consultation with club coaches & good practice standards in sport. This document is subject to annual review and may be updated at intervals between each review in accordance with revisions in safeguarding legislation and best practice guidance.

As a coach with Bearn na Forbacha, we require you to :

- Comply with the club recruitment, vetting & child safeguarding policy and procedures.
- Develop an appropriate working relationship with each player based on mutual respect for the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
- Promote a positive approach to the game e.g. fair play, honest endeavour and genuine teamwork.
- Remember that players/athletes participate for enjoyment and winning is only part of the fun.
- Give all players/athletes equal attention and opportunities, and ensure they have a positive experience.
- 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.
- Display & promote high standards of behaviour, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators.
- Have particular regard for the code when working with young players in the game.
- Guide players to accept responsibility for their own behaviour and performance.
- Operate within the rules and spirit of the game and teach players/athletes to do the same.
- Be conversant with the laws of the game and the rules of any competition in which a team under your stewardship is participating.
- Demonstrate due respect towards match officials.
- Ensure that the activities and strategies directed/advocated by you are appropriate for the age, maturity, experience and ability of players involved.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players/athletes.
- Not exert undue influence to obtain personal benefit or reward.
- Follow the advice of a physician when determining whether an injured player/athlete is ready to recommence training or competition.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young players/athletes.
- Bring to the attention of the Club Executive any behaviour or decision which you believe to be unsporting.
- Co-operate with specialists within the game e.g. other coaches, officials, sport scientists, doctors, and physiotherapists, etc. in the best interest of players.
- Promote adherence to club health & safety policies & practices including but not limited to prevailing Covid 19 mitigation measures & anti doping policies.
- To ensure that all players are both fully registered with our club and the Galway and District League before participation in any club training activity or playing in club games.
- Ensure that all required match day paperwork/team sheets are correctly completed.
- Assist the facilities group when required with pitch set up and take down for both home games and training.
- Ensure that all players are fully kitted out in correct club gear prior to all club games.
- Comply with all club policies including but not limited to those pertaining to club social media, travel away & complaints policies.

I agree to follow the above Code of conduct & recognise that if I fail to do so action may be taken by my club, league or national association.

Coach/Club Official: _____ Date: _____



Player Code of Conduct :

This Player Code of Conduct has been drafted & agreed by the Club Executive & Football Committee of Bearn na Forbacha Aontaithe to set out an agreed standard and expectation of behaviour of all of our players. It has been drafted in reference to the FAI Club Management Guide (3rd Edition), Sports Ireland Governance Code for Sport (2021), in consultation with club coaches & good practice standards in sport. This document is subject to annual review and may be updated at any juncture between each review in accordance with revisions in safeguarding legislation and best practice guidance.

Together with our club Coaches, our players are critical to the promotion of our club values & good practices in football. Their attitude to the game directly informs & influences the attitude of other players & stakeholders in our club, this requires them to conduct themselves in a manner which promotes all that is positive about the game & our club.

As a player, I will:

- Comply with the club's child safeguarding policy and procedures.
- Demonstrate mutual respect for the rights, dignity and worth of all people involved in the game, regardless of their gender, ability, cultural or religious background in co-operation with my coach & fellow players.
- Give maximum effort and strive for the best possible performance during each game & training session.
- Make every honest effort to develop my sporting ability, to include fitness, skill, technique and tactical ability.
- Work equally hard for myself and my team, and co-operate with my coach, teammates and opponents.
- Promote a positive approach to the game e.g. fair play, honest endeavour and genuine teamwork.
- Strive to set a positive example for younger players and supporters.
- Abide by the lawful instructions and directions of mentors and team officials & by the laws & rules of the game and of any given competition, both in fact and in spirit.
- Make every effort consistent with fair play and the laws of the game to help my team win.
- Display & promote high standards of behaviour, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators.
- Safeguard the physical fitness of opponents, avoid violence and rough play, and where possible help injured opponents.
- Accept victory and defeat with equanimity.
- Treat opponents & match officials with respect at all times.
- Demonstrate due regard for the interest of supporters.
- Not either directly or indirectly place a bet on the outcome of any game in which I am involved.
- Display graciousness towards the sport and others within the sport. If making public comments on a particular fixture or on the game in general, I will be mindful of upholding and promoting the good name of the game and others involved in it in the wider community.
- Bring to the attention of my coach or captain any behaviour or decision which I believe to be unsporting .
- Adhere & promote adherence to club health & safety policies & practices including but not limited to prevailing Covid 19 mitigation measures & anti-doping policies.
- Comply with all club policies including but not limited to those pertaining to club social media use, travel away & complaints policies.

I agree to follow the above Code of conduct & recognise that if I fail to do so action may be taken by my Club, League or National Association.

Player Signature: _____ Date: _____

Parent Signature: _____ Date: _____



Parent/Spectator Code of Conduct :

This Parent/Spectator Code of Conduct has been drafted & agreed by the Club Executive & Football Committee of Bearn na Forbacha Aontaithe to set out an agreed standard and expectation of behaviour of parents & match spectators. It has been drafted in reference to the FAI Club Management Guide (3rd Edition), Sports Ireland Governance Code for Sport (2021), in consultation with club coaches & good practice standards in sport. This document is subject to annual review and may be updated at any juncture between each review in accordance with revisions in safeguarding legislation and best practice guidance.

Together with our club Coaches & our players, parents & spectators have a responsibility to promote high standards of behaviour in the game. Their attitude to the game directly informs & influences player's enjoyment and success in football. Children's football is a time for them to develop and learn. Children play football because they first and foremost love the game – it's FUN. We want them to win but not at all costs. Play your part by supporting your child, supporting the FAI's Player Development Plan and observe the following Code of Conduct at all times.

I will:

- Comply with the club's child safeguarding policy and procedures.
- Encourage my child to adhere to the Player's Code of Conduct.
- Promote a positive approach to the game e.g. fair play, honest endeavour and genuine teamwork.
- Remember that players/athletes participate for enjoyment and winning is only part of the fun.
- Develop an appropriate supportive relationship with both the coach and my child based on mutual trust and respect.
- Demonstrate & model respect for the rights, dignity and worth of all participants regardless of their gender, ability, cultural background, or religion.
- Support my child to arrive & to be collected on time & suitably attired for training and matches.
- Display & promote high standards of behaviour, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators.
- Remember that children play for FUN.
- Encourage my child & refrain from criticism.
- Praise effort, good play and performance, not results.
- Remain outside the field of play or within the Designated Spectators' Areas.
- Display graciousness towards the sport and others within the sport. If making public comments on a particular fixture or on the game in general, I will be mindful of upholding and promoting the good name of the game and others involved in it in the wider community.
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.
- Support the coach's decisions and discuss any concerns directly with the coach.
- Watch and be familiar with the Coach/Parents Education Video on www.fai.ie.
- Adhere & promote adherence by my child to club health & safety policies & practices including but not limited to prevailing Covid 19 mitigation measures & anti-doping policies.
- Comply & encourage my child to comply with all club policies including but not limited to those pertaining to social media use, travel away & complaints policies.

I agree to follow the above Code of conduct & recognise that if I fail to do so action may be taken by my club, league or national association.

Parent: _____ Child's Name : _____ Date : _____

Coach: _____ Date: _____



Berna na Forbacha Aontaithe Concern/Complaint Procedure

In accordance with the provisions of the FAI concern/complaint policy, Berna na Forbacha Aontaithe hereby outlines the club concern/complaint policy & procedure :

As an affiliate club of the FAI, Berna na Forbacha Aontaithe is committed to ensuring that Children, Young Persons and Vulnerable Persons can participate in all football activities in a safe environment. The following legislation/guidance documents underpin our protocols and requirements for reporting a club concern/complaint :

- **Children First Act 2015**
- **UN Convention on the Rights of the Child (ratified in 1992 by Ireland)**
- **FAI rules & Child Welfare & Safeguarding Policy**
- **FAI concern & complaint procedure (attached)**
- **Sport Ireland 'Governance Code For Sport'**

Concern / Complaint Procedure	
<p>Are you concerned about the behaviour of a staff member/volunteer? Please select from below which is most applicable to you concern and follow the next steps.</p>	
<p>Is it serious poor practice / an alleged breach of the FAI Child Welfare and Safeguarding Policy?</p> <p>If YES see below :</p> <p>Contact the relevant Club Children's Officer :</p> <p>For Academy Boys & U 12 – Adult Men's Contact : Avril Lydon</p> <p>Childrensofficer.bnaf@gmail.com</p> <p>For Academy Girls & U12 – Adult Women's Contact : Nicole Burns</p> <p>Nicolebarnafurbofc@gmail.com</p> <p>who will deal with it as a misconduct issue & bring it to the immediate attention of the Berna na Forbacha Aontaithe Club Executive & revert to you.</p>	<p>Could it be suspected Child Abuse?</p> <p>If YES see below :</p> <p>Report your concern without delay to the Club Designated Liaison Person (DLP)</p> <p>Contact : Aengus Byrne Chairman.bnaf@gmail.com</p> <p>(087)257 9932</p> <p>or report to Tusla (Child & Family Agency) and or Gardaí using the attached forms.</p>
	<p>Possible Outcomes: Gardaí and / or Child & Family Agency Investigate Club and / or League and / or National Body and / or FAI issue Stand Down Order Referral back to Disciplinary Committee of source of referral</p>

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

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

1. Tusla Area (this is where the child resides)*	
---	--

2. Date of Report*	
---------------------------	--

3. Details of Child

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

4. Details of Concerns*

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

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

5. Type of Concern

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

6. Details of Reporter

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

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

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

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

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

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

8. Parents Aware of Report

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

9. Relationships

Details of Mother			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the Mother a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

Details of Father			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

10. Household Composition

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

11. Details of Person(s) Allegedly Causing Harm

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

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

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

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

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

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

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

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

Please ensure you have indicated if this is a mandated report in section 6.

Thank you for completing the report form.

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

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

Report Received by

First Name		Surname		Date	
------------	--	---------	--	------	--

Mandated Report Acknowledgement by

Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

First Name		Surname		Date Sent	
-------------------	--	----------------	--	------------------	--

Authorised Person Signature*	
Date*	

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



Bearna na Forbacha Aontaithe FC Coaching & Player Development Plan

At Bearna na Forbacha Aontaithe our club is founded on the following guiding principles:

- ***Chun barr feabhais a chothú/ In pursuit of excellence***
- ***Ní neart go cur le chéile/ There is no strength without unity***
- ***Give respect, get respect***

Our club has grown from strength to strength since inception in 1996. We now have over 500 members drawn from the parishes of Bearna, Na Forbacha, An Spidéal, Indreabhán, Maigh Cuilinn and their environs. 60% of our membership is male, 40% is female. We are a Gaeltacht community-based club that has the Irish language and culture at its core.

Our growth is testament to the positive contribution of our volunteers & players who have advanced our club with their generosity of spirit & their time and commitment to the club & it's stakeholders. The contribution of both players and volunteers cannot be underestimated. We recognise our volunteers & our players are our most valuable assets, central to our club's success & development. We seek to foster a culture of positive engagement in sport across our club founded on collective values of integrity, and mutual respect to all club stakeholders across all roles, genders, backgrounds, and abilities.

In line with the FAI mission statement, at Bearna na Forbacha Aontaithe, we are committed to:

- enabling all our players play, learn & enjoy participating in the game of soccer,
- supporting all players involved in soccer at our club, reach their full potential, whatever level that may be; and,
- assisting our players to achieve success at various levels and thereby inspire all our soccer club stakeholder & our wider community to remain engaged in sport for life.
- Supporting our coaches to pursue training courses in line with the FAI coach Education Pathway 2021 – 2025 to equip them with the requisite skills to develop mentor & enable our players achieve their full potential as soccer players.

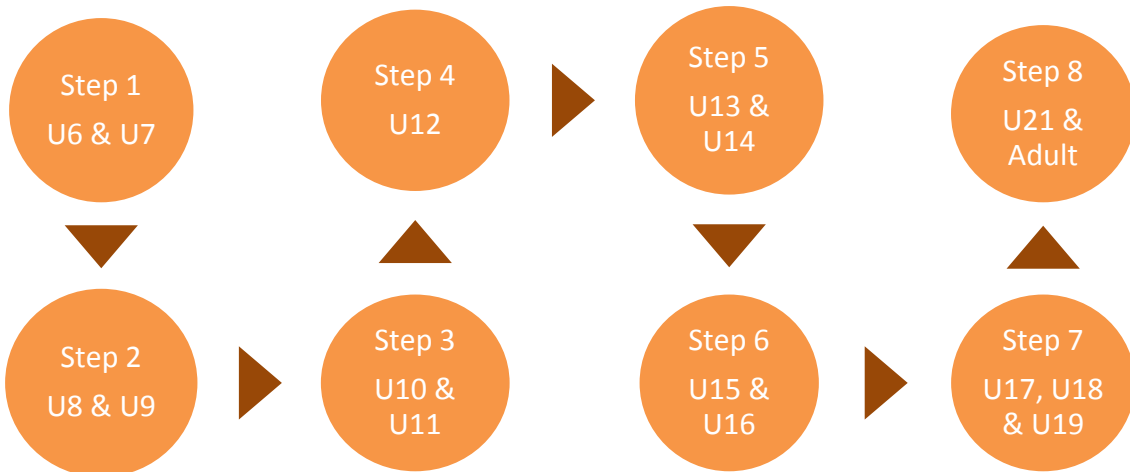
Age Specific Player Development Plan for Bearn na Forbacha Aontaithe

In accordance with the FAI Player Development plan (see below), we have set out the following age specific player development plan at Bearn na Forbacha Aontaithe. It sets out an 8-step progressive skill development plan citing the various skills we seek to coach, instil & build upon in our players as they progress through their various training age groups, from Step 1 at Under 6/7 through to Step 8 at Under 21 to adult level.

FAI Player Development Plan (PDP)

Playing Format Summary										
Age Group	Squad Size	Team Size	Match Format	Match Duration	Referee	Playing Time	League Tables	Pitch Size (m) Min/Max	Goal Size	Ball Size & Weight
U6	10	4 v 4 (no GK)	Twins	4 x 10 mins	No	75%	No	35m x 20m max * 30m x 20m min	1m x 3m	5 (290 gms)
U7	10	4 v 4 (no GK)	Twins	4 x 10 mins	No	75%	No	35m x 20m max * 30m x 20m min	1m x 3m	5 (290 gms)
U8	12	5 v 5	Twins	4 x 12 mins	No	75%	No	45m x 25m max * 40m x 25m min	2m x 5m	5 (290 gms)
U9	12	5 v 5	Twins	4 x 12 mins	No	75%	No	45m x 25m max * 40m x 25m min	2m x 5m	5 (320 gms)
U10	14	7 v 7	Twins	2 x 25 mins	Yes	50%	No	65m x 40m max * 60m x 35m min	2m x 5m	5 (320 gms)
U11	14	7 v 7	Twins	2 x 25 mins	Yes	50%	No*	65m x 40m max * 60m x 35m min	2m x 5m	5 (320 gms)
U12	16	9 v 9	Normal	2 x 30 mins	Yes	25% to 50%	Yes	Box to Box, see page 24	2m x 5m	5 (370 gms)
U13	16	11 v 11	Normal	2 x 30 mins	Yes	25% to 50%	Yes	Full	Full	5 (370 gms)
U14	16	11 v 11	Normal	2 x 35 mins	Yes	25% to 50%	Yes	Full	Full	5 (370 gms)
U15	16	11 v 11	Normal	2 x 35 mins	Yes	25% to 50%	Yes	Full	Full	5 (450 gms)
U16	16	11 v 11	Normal	2 x 40 mins	Yes	25% to 50%	Yes	Full	Full	5 (450 gms)

*Ball on/Off of Substitutions apply at all ages





Step 1:

U6s (what are three things the player should be proficient at before they move to the next step):

Ball Mastery

Example: passing, dribbling, ball mastery, Agility, Balance, Coordination

Games: 4v4 (no goalkeeper), small, sided games with small numbers, challenges to develop actions with the ball.

Coaches' qualifications: PDP 1, Futsal Intro

U7s (what are three things the player should be proficient at before they move to the next step):

Ball Mastery

Example: shooting, 1st touch control, improved ABC's, 1v1s (remember, just because it is a goal at this age does not mean it should not be introduced at an earlier age)

Games: 4v4 (no goalkeeper); small, sided games with small numbers, challenges to develop actions with the ball.

Coaches' qualifications: PDP 1, Futsal intro

U8s (what are three things the player should be proficient at before they move to the next step):

Goal oriented actions: Attack, defence, Transition.

Example: Variations of passes, 2v1, 2v2; Focus on attack, defence, transition

Games: 5v5; games/challenges to develop skills like passing, delivering, dribbling, shooting & defending actions such as chasing, press, blocking, winning the ball.

Coaches Qualifications: PDP 1, Futsal Intro, Goalkeeping Fundamentals

U9s (what are three things the player should be proficient at before they move to the next step)

Goal oriented actions: Attack, defence, Transition.

Example: Variations of control surfaces of body, speed of passing, 3v1,

Games: 5v5; 5v5; games/challenges to develop skills like passing, delivering, dribbling, shooting



Step 3:

U10s (what are three things the player should be proficient at before they move to the next step): Learning to play together: communications, positioning, timing, accuracy & pace.
Defending actions: tackling, sliding, heading, pressing.

Games: small sided & games related exercises up to 7v7

Coaches Qualifications: PDP 2, Futsal Intro, Goalkeeping Fundamentals, 7v7, Football Fitness, (PDP 1 – still get useful messages on this course)

U11s (what are three things the player should be proficient at before they move to the next step): Learning to play together: communications, positioning, timing, accuracy & pace.
Defending actions: tackling, sliding, heading, pressing.

Games: small sided & games related exercises up to 7v7

Coaches Qualifications: PDP 2, Futsal Intro, Goalkeeping Fundamentals, 7v7, Football Fitness, (PDP 1 – still get useful messages on this course)

Step 4:

U12s (what are three things the player should be proficient at before they move to the next step): Developing Players roles: development of spatial & orientation awareness; develop attack, defence, and transition strategies; rotating positions & develop team shape.

Games: Simplified to develop attack, defence & transition, up to & including 9v9

Coaches Qualifications: PDP 2, Futsal Intro, Goalkeeping Fundamentals, 7v7, 9v9, Football Fitness, (PDP 1 – still get useful messages on this course), National D Licence



Step 5:

U13s (what are three things the player should be proficient at before they move to the next step): Learning to communicate between units; developing team strategies, possession, heading

Games: Training games with larger number, e.g., up to 11v11

Coaches Qualifications: PDP 3, Futsal Intro, Goalkeeping Fundamentals, 7v7, 9v9, Football Fitness, (PDP 1 and 2 – still get useful messages) National D Licence, National C Licence

U14s (what are three things the player should be proficient at before they move to the next step): Learning to communicate between units; developing team strategies, possession, heading

Games: Training games with larger number, e.g., up to 11v11

Coaches Qualifications: PDP 3, Futsal Intro, Goalkeeping Fundamentals, 7v7, 9v9, Football Fitness, National D Licence, National C Licence

Step 6:

U15s (what are three things the player should be proficient at before they move to the next step): Learning to play as a team; building resilience, developing sense of team responsibility & roles

Games: 11v11

Coaches Qualifications: PDP 3, Futsal Intro, Goalkeeping Fundamentals, 7v7, 9v9, Football Fitness, National D Licence, National C Licence

U16s (what are three things the player should be proficient at before they move to the next step): Learning to play as a team; building resilience, developing sense of team responsibility & roles

Games: 11v11

Coaches Qualifications: PDP 3, Futsal Intro, Goalkeeping Fundamentals, 7v7, 9v9, Football Fitness, National D Licence, National C Licence



Step 7:

U17s : Maintaining & developing offence & defence skills & fitness. Developing team strategies & interest in staying in the sport : possession/defence skills/game intelligence/challenges/resilience, sense of team responsibility & mentoring roles

Coaches Qualifications: PDP 3, Adult Licence, Futsal Intro, Goalkeeping Fundamentals, 7v7, 9v9, Football Fitness, National D Licence, National C Licence

U18s : Maintaining & developing offence & defence skills & fitness. Developing team strategies : possession/defence skills/game intelligence/resilience, sense of team responsibility & mentoring roles

Coaches Qualifications: Adult Licence, Futsal Intro, Goalkeeping Fundamentals, 7v7, 9v9, Football Fitness, (PDP 3 – still get some useful information) National D Licence, National C Licence

U19s (Maintaining & developing offence & defence skills & fitness. Developing team strategies : possession/defence skills/game intelligence/resilience, sense of team responsibility & mentoring roles

Coaches Qualifications: Adult Licence, Futsal Intro, Goalkeeping Fundamentals, 7v7, 9v9, Football Fitness, National D Licence, National C Licence

Step 8

U21s : Maintaining & developing offence & defence skills & fitness. Developing team strategies : possession/defence skills/game intelligence/resilience, sense of team responsibility, leadership/coaching & mentoring roles

Coaches Qualifications: Adult Licence, Futsal Intro, Goalkeeping Fundamentals, 7v7, 9v9, Football Fitness, National D Licence, National C Licence

Adults : Maintaining & developing offence & defence skills & fitness. Developing team strategies : possession/defence skills/game intelligence/resilience, sense of team responsibility, leadership/coaching & mentoring roles

Coaches Qualifications: Adult Licence, Futsal Intro, Goalkeeping Fundamentals, 7v7, 9v9, Football Fitness, National D Licence, National C Licence



Coach Education Development Plan for Bearn na Forbacha Aontaithe

Coaching Philosophy at Bearn na Forbacha Aontaithe :

‘What I hear I forget. What I see I remember, what I do, I know’.

We as a Club endeavour to play a positive game moving the ball through the 1/3rd. It is our responsibility as coaches to communicate & demonstrate this to our players. The Club will assist all coaches in this endeavour right throughout their time coaching within the Club.

Safeguarding Courses :

Our coach education development plan starts with safeguarding. Our child welfare team guides coaches through the Garda vetting process & provides details of relevant Safeguarding Courses to prospective coaches. Both vetting & safeguarding 1 training are mandatory to have completed prior to their commencement of coaching within the Club..

Coaching / Football Group :

This will meet circa twice a year either remotely or in person. The Group will have representation from each section within the Club. (Academy/Juvenile & Adult plus Head Coaches).

Function of this group -

- To organize age-appropriate Coaching courses/modules within the Club
- To make sure coaching ethos of the Club is reflected in the coaching of all age groups
- To give feedback on any football related issues to the main Club Executive. (e.g., training facilities, equipment needed).

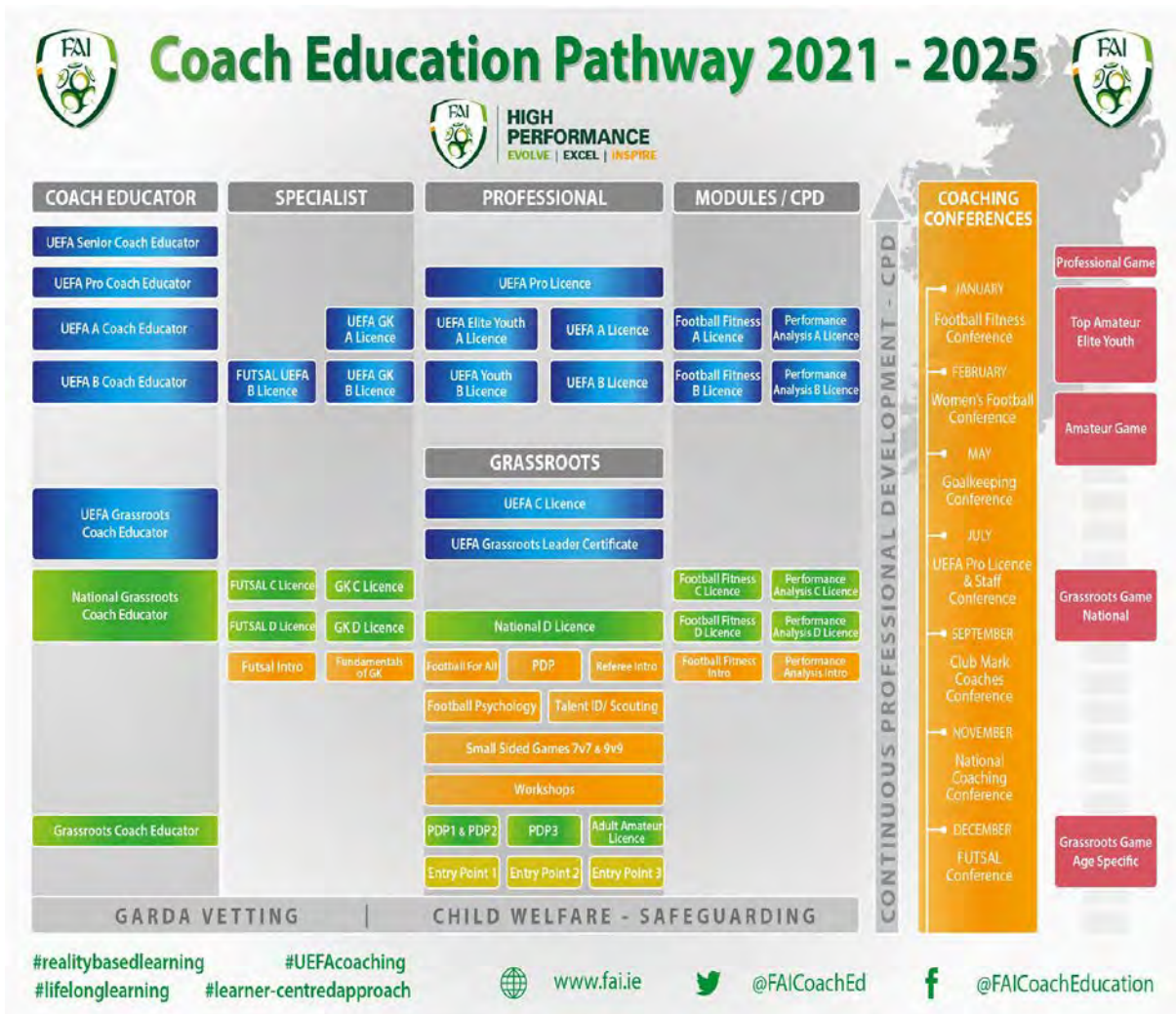


Coach Education/Player Development Policy :

Our coach education policy is aligned with our player development philosophy This extends from the Academy right up through all the Club’s Competitive squads. In accordance with the FAI Coach Education Pathway 2021 - 2025 (see below), we actively support and encourage our volunteer coaches to pursue relevant education courses to equip them with the coaching skills to meet the skill development goals as cited in the age specific player development plan at Bearna na Forbacha Aontaithe.

We encourage all of our coaches to at least complete the specific coaching module(s) pertinent to their respective age groups. The Club re-imburses all coaches for the cost of these FAI courses/modules. For more information on available coaching courses please visit www.fai.ie & click on domestic.

Detailed below is a chart of the FAI Coach education current pathway 2021-2025 :





Examples of age-appropriate courses :

- PDP1 : U6 – U9's
- PDP1 & PDP2 U9 - U12
- PDP3 U12 – U16

First Aid Training :

In addition, the Club periodically encourages coaches to complete basic First Aid courses that the Club organizes on a group basis. Every coach in the Club is given a full First Aid Kit at the start of the season.

It is the intention of the Club to provide Defibrillator training through Croí for every coach in the Club who wishes to undergo this training. The new defib is located on the outside of the new dressing rooms at An Sportlann to the West of same.

Coach Mentoring/Supports :

- A mentoring system in situ for new coaches who come on board to coach in the Club for the first time. The contact here is the Club Academy Co-ordinator.
- Every Club Coach will be provided with suitable Club attire. This is to be worn for all training & matches as well as any representation the coach might make on behalf of the Club.
- Each coach in our Boys & Girls Academy will be given a FAI Player Development Plan format guide at the commencement of the season. Every new coach at the start of the season will also be given a welcome Club Coaches information/induction pack.
- Bearna na Forbacha Aontaithe is focused on setting up a "Football for All" session at our club. To this end we have requested that appropriate training be delivered to our parents, coaches and members before the commencement of our new season in Autumn 2022.

Coaching as Gaelige Supports :

As a Gaeltacht Club we endeavour to promote the use of the Irish language while coaching. In partnership with Cois Fharráige, we periodically arrange online Irish courses with a specific reference to assisting coaches to use Irish in a sporting context while coaching soccer.



Equality/Inclusion Policy at Bearn na Forbacha Aontaithe

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Bearn na Forbacha Aontaithe (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.

At Bearn na Forbacha Aontaithe 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 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).



BEARNA NA FORBACHA AONTAITHE

HEALTH & SAFETY POLICY

ADDRESS: KNOCKANAVODDY, FURBO, CO. GALWAY, H91 TX48

DATE: MARCH 2022

CLUB HEALTH & SAFETY POLICY

All clubs have a responsibility to create and maintain a safe environment within their property/grounds for their members, users and visitors alike. In order to do so the club should have systems and documentation in place to fulfil their responsibility. One way this can be done is by establishing a Club Health & Safety Policy and a Club Safety Statement which will identify who in the club is responsible for what actions and the arrangements necessary to do so that are sufficient and applicable to the club. For the purpose of this document the Club refers to the *club property/grounds and any adjacent facilities, buildings, and/or infrastructure that the Club avails of*. Arrangements must also be in place for when the members, players, coaching staff, etc. are travelling to an away venue for match fixtures, training etc.

Bearna na Forbacha Aontaithe (Barna United FC) is committed to promoting and supporting the development of the local community through Football and Culture and to use the resultant sense of place to create a constructive, inclusive and positive outcome for its catchment area.

We are strongly committed to encouraging our members to take part in all activities bearing in mind that the health, well-being and safety of each individual is always our paramount concern.

We recommend levels of training and participation dependent on age and ability, and expect our players to participate within these boundaries.

It is the policy of Bearna na Forbacha Aontaithe to promote standards of health & safety within the club which will lead to the avoidance or reduction in risks to health & safety, to continually improve our safety performance and to ensure that the best practicable methods of compliance with the Safety, Health & Welfare at Work Act 2005 and the associated legislation are achieved.

The Club Safety Statement (prepared in accordance with Section 20 of the Safety, Health & Welfare at Work Act 2005) outlines how the Club Health & Safety Policy will be implemented in relation to the management of health, safety & welfare.

Bearna na Forbacha Aontaithe is committed to managing and conducting our activities in such a way as to ensure the safety, health & welfare of our members and others who may be affected by the Club's activities insofar as is reasonably practicable.

This will be achieved by the following:

- The provision of a Club Safety Statement to ensure that the Club Health & Safety Policy is adequately implemented and that all statutory duties relating to the Club's activities are complied with. The Club Safety Statement will be updated as required and includes guidance on duties & responsibilities, health & safety policy implementation and operation, hazard and associated risk identification/risk control measures together with first aid information, accident/dangerous occurrence incident report forms, accident report witness statement form, drugs & alcohol policy, anti-bullying/harassment policy, safety guidelines for Club facilities and a Club safety inspection checklist.
- The provision of a Child Safeguarding Policy in accordance with statutory duties and The Football Association of Ireland guidelines. Bearn na Forbacha Aontaithe's Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance for the Protection and Welfare of Children (2017)), Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice), the FAI Rulebook and the FAI Child Welfare and Safeguarding policy.
- The appointment of a Safety Coordinator (volunteer role) for the Club who has good communication, advisory and administration skills and who will establish and maintain a safe environment and develop a safety culture within the Club with the support of the Club Chairperson, Club Executive Committee and in consultation with the Club members.
- Ensuring that all Club members are aware of, have access to and understand the Club Health & Safety Policy and the Club Safety Statement and, also, their responsibility to comply with same.
- The provision of safe buildings, car parking areas, play/training areas including safe access and egress.
- To carry out regular inspection of the club facilities and all activities undertaken by the Club.
- The provision and of safe and adequately maintained plant and equipment.
- The provision of safe articles and substances/materials.
- The provision and implementation of safe systems for the Club's activities.
- The provision of adequate welfare facilities.

- The provision of appropriate information, instruction, training and supervision for all Club members and, also, for others affected by or involved in the Club's activities where it is deemed necessary by the Club Executive Committee. Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability based on a person's age, maturity and development.
- Determining and implementing appropriate preventative and protective measures having regard to the general principles of prevention.
- The provision of emergency plans and procedures where it is deemed necessary by the Club Executive Committee. Ensure that normal operating procedures and emergency operating procedures are in place and understood by all members.
- Implementing reporting and recording procedures for accidents and dangerous occurrence incidents that happen during any club activity or on the Club's property/grounds.
- Provide access to adequate first aid facilities, AED defibrillators and qualified first aiders at all times during Club activities.
- Ensure that the implementation of the Club Health & Safety Policy through the Club Safety Statement is reviewed regularly and monitored for effectiveness.
- Obtaining the services of a competent person to give advice on Club health, safety & welfare matters where deemed necessary by the Club Executive Committee.

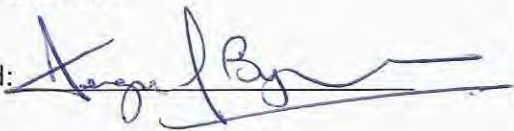
The detailed health, safety & welfare arrangements for achieving the Club Health & safety Policy objectives are set out in the Club Safety Statement.

Bearna na Forbacha Aontaithe is also committed to managing and conducting club activities in such a way as to prevent (insofar as is reasonably practicable) any improper conduct or behavior (including bullying/harassment) which is likely to put the safety, health or welfare of club members at risk.

The Chairperson of Bearna na Forbacha Aontaithe has overall responsibility for health, safety and welfare within the club. Members share this responsibility in ensuring their own health, safety and welfare while participating in activities.

Club members are encouraged to come forward with suggestions for improvement to this document.

The Club Safety Statement will be reviewed in light of experience and future developments within the club.

Signed: 

Date: 25/5/2022

Aengus Byrne.

Chairman of Bearna na Forbacha Aontaithe.



Bearna na Forbacha Aontaithe social media Policy

Glossary:

- Club shall mean Bearna na Forbacha Aontaithe
- Board shall mean the Executive Committee of Bearna na Forbacha Aontaithe
- Child Welfare and Safeguarding Committee shall mean a Committee of Bearna na Forbacha Aontaithe
- Children, Child, or Young Person shall mean individuals under the age of eighteen other than a person who is or has been married.
- Club Children's Officer shall mean the person to whom the Child welfare day to day functions is delegated. Their remit shall be a key component of the Safeguarding Statement and they shall be the Relevant Person for the Child Safeguarding Statement. Avril Lydon is Bearna na Forbacha's Children's Officer.
- Designated Liaison Person shall mean the person who is responsible for ensuring that reporting procedures within the Club are followed so that Child welfare and protection concerns are referred promptly to the Statutory Authorities and will also consult with outside agencies. Additionally, they will be a resource person to any employee or volunteer who has Child protection concerns. Aengus Byrne is the Designated Liaison Person for Bearna na Forbacha.
- Social Media shall mean any form of electronic communication through which users share information, ideas, personalized messages, and other content.
- Stand Down Order shall mean an order which is issued to any person who is the subject of a complaint or inquiry by a Statutory Authority in relation to any Child welfare or Vulnerable person concern. A Stand Down Order is issued to an individual to immediately refrain from certain activities within the Club/FAI for a specified or indefinite period pending the outcome of an enquiry or investigation in accordance with FAI Rules.



Bearn na Forbacha Aontaithe social media Policy

- Statutory Authorities shall mean those state bodies which promote the welfare and protection of Children and Vulnerable person and have a legal responsibility for the investigation and / or validation of suspected child abuse, and these include An Garda Síochána, the Health Service Executive and the Child and Family Agency (Tusla).
- The Association or the FAI shall mean the Football Association of Ireland.
- The Policy shall mean this Bearn na Forbacha Aontaithe social media Policy.
- Vulnerable Person means a person, other than a Child, who—
 - (a) is suffering from a disorder of the mind, whether because of mental illness or dementia,
 - (b) has an intellectual disability,
 - (c) is suffering from a physical impairment, whether because of injury, illness, or age,
 - (d) has a physical disability,

Which is of such a nature or degree:

1. As to restrict the capacity of the person to guard himself or herself against harm by another person, or
2. That results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing, and bathing.



Bearn na Forbacha Aontaithe social media Policy

1. Policy statement:

1.1 The Club understands that the use of social media helps promote football in the Republic of Ireland if used appropriately. The Policy outlines the standards the Club requires when using social media.

2. Who is covered by the Policy?

2.1. The Policy is applicable to all individuals working / volunteering in any capacity within the Club.

3. The scope of the Policy:

3.1. The Policy is established to ensure the interests of Children, Young Persons and Vulnerable Persons participating in football is of paramount importance.

3.2. The Policy is also to ensure all Members are aware of the negative impact social media can have on our all members and give guidance on how to avoid them.

3.3. Breach of the Policy may be dealt with using the disciplinary procedures which apply to each organisation and, in serious cases, may be treated as gross misconduct leading to a Stand Down Order, ban from membership of the Club/ FAI and / or dismissal.

3.4. The Policy is approved by the Executive of the Club. Proposals for additions and / or amendments to the Policy are considered by the Child Welfare and Safeguarding Committee on an ongoing basis.



Bearn na Forbacha Aontaithe social media Policy

4. Responsibility for implementation of the Policy:

- 4.1. The Club has overall responsibility for the effective operation of the Policy.
- 4.2. Each individual is responsible for their own compliance with the Policy and for ensuring that it is consistently applied.

5. Personal use of Social Media sites:

The Club respects your right to use social media for personal use however it is important to be mindful of the impact social media can have on others. The following conditions must be met for personal use to continue:

1. You are responsible for your conduct when using any form of social media.
2. Your personal views should not conflict with your existing role in football. You should be aware that what you publish will be public for many years.
3. Be mindful of the impact your contribution might make to people's perceptions of the Club and its members

6. Using social media:

- 6.1. When making use of any Social Media platform, you must read and comply with its terms of use.
- 6.2. Do not upload, post, or forward any content belonging to a third party unless you have that third party's consent. For example, do not discuss colleagues, competitors, coaches and / or players without their prior approval.
- 6.3. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.
- 6.4. Do not engage with irate players, parents, or coaches on a public forum. Organise a meeting to allow all parties to discuss possible outcomes.



Bearn na Forbacha Aontaithe social media Policy

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

1. accept any player or referee who is under eighteen as a friend on your personal Social Media page.
2. communicate with any person under eighteen through social media, text message, phone, or email.

6.6. All communications concerning under eighteen's should be made through parents / guardians. It is important to ensure all communications relate to specific club matters e.g., fixtures, training etc.

6.7 All players, coaches/mentors & parents/guardians associated with Bearn na Forbacha Aontaithe are expected to comply in full with their respective club code of conduct, this extends to social media use.

7. Setting up and running a Social Media page

7.1. Do not use personal details to set up your organisations Social Media page. You should for example use the organisation's email address. All account log in details should be kept safe and secure to avoid hacking.

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

7.3. It is important to ensure everyone within the Club is aware of who is administering our Social Media page(s).

7.4. Each administrator should be familiar with the privacy and safety settings on the Social Media page to ensure it is for use by the Club only & are expected to abide by the club code of conduct for players/volunteers and/or parent/guardian.

7.5. Do not accept anyone under the age of eighteen on our Social Media page. Report underage users to the Child's parents or the Social Media outlet.

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



Bearn na Forbacha Aontaithe social media Policy

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

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

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

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

7.11. Misuse of social media, in certain circumstances, constitute a criminal offence and suspicious behaviour towards under eighteen's should be reported to the Club and Statutory Authorities.

7.12. If you are unsure about something you are about to post, then you should not do it. Always consider who will be able to view it and if in doubt, always discuss it with the Children's Officer within your organisation.

8. Photography & Filming:

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

1. At the start of each season it is essential that written consent is received from every Child's parent / guardian before any photography or filming takes place. This should be obtained using an appropriate consent form.
2. Children's names or additional detailed information about them must not accompany any image or video. Before up-loading any images or videos of Children, written consent must be received from each parent / guardian.



Berna na Forbacha Aontaithe social media Policy

3. Any person filming or taking photographs must be Garda vetted and have completed a relevant FAI approved Safeguarding 1 basic awareness training course.
4. If a Child within the Club is under a court order or is in the care of the Child & Family Agency (Tusla) / HSE, their image must not be placed in the public domain.
5. Ensure that Children are appropriately dressed and only allow images to be taken on the field of play. Photographing / filming must not take place in areas of personal privacy such as, changing rooms, showers, toilets, and bedrooms.
6. Camera phone/ use of any recording or photography device is strictly prohibited in all changing rooms, showers, or toilets.?"
7. If an individual who is engaged in filming / photography presents a sincere concern or an immediate danger, please report the issue to your local Garda station or Tusla.

8.2. If parents / guardians, professional photographers, or other spectators are intending to photograph or video at an event they should also be made aware of the Policy & requested to comply with same.

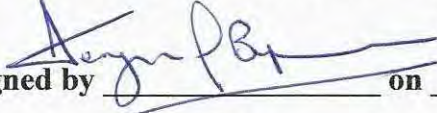
8.3. Specific details concerning the Policy in relation to photography and filming will, wherever possible, be published prominently and announced over the public-address system, prior to the start of an event.

8.4. The Club will never allow unsupervised access to Children, one to one photo sessions or photo sessions outside the event or at a Child's home.



Bearn na Forbacha Aontaithe social media Policy

This policy was ratified by Bearn na Forbacha Executive Members on 25/5/2022

Agreed & signed by  on 25/5/2022
Aengus Byrne
Chairperson

For and on behalf of the Executive of Bearn na Forbacha Aontaithe.